

AGENDA

Regular Meeting of the Pierce County Library System Board of Trustees February 12, 2025 | 3:30 p.m.

The meeting will be held in person at 3005 112th St E, Tacoma, WA 98446

Virtual attendance options: **Phone:** Dial+1.253.205.0468 | **Webinar ID:** 830 8752 2874 | **Passcode:** 237861

Web Browser or App: <https://us06web.zoom.us/j/83087522874?pwd=4gz9oMd5eesByECZRU56pk9L19ZZZh.1>

(Zoom user account is required to join via web browser)

Call to Order: Pamela Duncan, Chair

Public Comment: *This is time set aside for members of the public to address the Board of Trustees. Comments will be limited to three (3) minutes. Virtual attendees may sign up by emailing pmcbride@piercescountylibrary.org by 2:00 p.m. on February 12. Written comments must be provided 24 hours prior to the meeting.*

Staff Presentation: Information Technology Department Roadmap and Cybersecurity Grant Update, Brian Lee, Information Technology Director

Consent Agenda [ACTION]: *Consent agenda items are considered routine and are acted on with one motion. There will be no separate discussion on these items unless a member of the Library Board requests an item to be removed from the Consent Agenda for discussion.*

1. Approval of Minutes of January 8, 2025, Regular Meeting
2. Approval of January Payroll, Benefits, and Vouchers
3. Approval of Public Computer, Wi-Fi and Internet Use Policy
4. Resolution 2025-01: To Declare Furnishings and Equipment Surplus to Public Services Needs

Reports

1. Executive Director Report
2. Deputy Director Report
3. Financial Reporting Updates - December 2024 Financial Report

Unfinished Business

1. Policy Review
 - a. Comprehensive Purchasing Policy – Discussion
 - b. Board Bylaws – Approval **[ACTION]**
 - c. Resolution 2025-02: To Repeal Board Policies No Longer Needed **[ACTION]**

Officers Reports: *Brief, informational updates or reports about the Library, its staff, and activities*

1. 2024 Work Plan Final Report
2. Q4 2024 Marketing and Communications Results
3. Q4 2024 Marketing and Communications Focus Results: Your Library—the Heart of Your Community

Announcements

Adjournment **[ACTION]**

Board Development

MEMO



Date: 5 February 2025

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Brian Lee, IT Director

Subject: Information Technology Department Roadmap and Cybersecurity Grant Update

The PCLS IT Department mission is to support the Pierce County Library System by delivering innovative, reliable, and secure technology solutions.

- We provide essential infrastructure and tools to enable core library operations, protect resources, and ensure seamless access to information for all.
- Through modern and inclusive technology, we empower staff and patrons, especially underserved populations, to fully participate in the connected world, enhancing the library's ability to deliver exceptional public services and foster lifelong learning

The mission was developed as part of the **PCLS Information Technology Department Road Map** which outlines a comprehensive strategy to align the PCLS technological infrastructure with its organizational goals. The plan emphasizes enhancing digital resources, improving operational efficiency, and expanding access to information for all patrons. IT supports PCLS's mission of providing accessible, innovative, and community-focused library services by integrating advanced technologies, securing digital services, and promoting digital literacy and inclusion. The roadmap was developed through a thorough reassessment of current IT investments and initiatives, involving key stakeholders and incorporating industry best practices to ensure alignment with the broader organizational strategic plan.

The IT Tactical projects for the period 2025 – 2027 outline a comprehensive set of 150 planned projects over the three years with initiatives aimed at enhancing various aspects of IT capabilities and services. Key projects include the implementation of cybersecurity measures such as Cybersecurity Baseline and Ransomware Tabletop Exercises, as well as extensive training programs covering Microsoft Office, OneDrive, SharePoint, and other essential tools. The plan also emphasizes the development of knowledge bases for applications like ServiceNow and SkyPrep, and the deployment of multifactor authentication and SIEM/SOAR solutions. Additionally, it includes projects focused on data analysis using predictive AI, cloud migration, and the establishment of hybrid meeting spaces. The purpose of these projects at an organizational level is to improve IT security, enhance employee competencies, and optimize the use of technology across the system.

One major strategy that the IT department embarked on in 2024 was diversifying funding sources to utilize grant funding and two of those efforts have materialized. Working the Pierce County Library Foundation, PCLS was able to secure grant funding to help support new technology development.

SGLCP Grant: PCLS was notified that it had two projects qualified for the State and Local Cybersecurity Grant Program managed by the State of Washington and awarded by the Federal

Emergency Management Agency (FEMA). The two awards combined are \$125,000 to be used over a period of three years. The projects associated with these grants will allow PCLS to strengthen its cybersecurity posture through training and consultation with industry leading companies that specialize in IT security.

E-Rate Cybersecurity Pilot: PCLS has regularly participated in the E-Rate program to help provide reimbursements for qualified technology costs for many years. The E-Rate program is administered by the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC). This new pilot program was a selected entry opportunity and PCLS was one of only 40 library systems selected, where libraries overall represented just 4% of the applicant pool. This award will provide reimbursements of up to \$550,000 over a three-year period for cybersecurity upgrades and new infrastructure technologies.

Consent Agenda

**BOARD OF TRUSTEES
PIERCE COUNTY LIBRARY SYSTEM
MEETING MINUTES – JANUARY 8, 2025**

CALL TO ORDER

Chair Pamela Duncan called to order the regular meeting of the Pierce County Rural Library District Board of Trustees at 3:32 pm. Board members present were Pamela Duncan, Neesha Patel, Abby Sloan, Pat Jenkins, and Ryan Wheaton. The meeting was conducted in person, with the option of virtual attendance.

PUBLIC COMMENT

Public comments were received from Oscar Grey.

CONSENT AGENDA

1. Approval of Minutes of December 11, 2024, Regular Meeting
2. Approval of December Payroll, Benefits, and Vouchers
3. Change Order for Sumner Architect to Include Additional Services

Trustee Sloan moved for approval of the consent agenda as presented. Trustee Wheaton seconded the motion. Motion carried.

CLOSED SESSION

At 3:38 pm, Trustees recess to Closed Session, per RCW 42.30.110, to discuss collective bargaining matters. The session ended at 3:53 pm.

NEW BUSINESS

Ratification of 2025-2027 Collective Bargaining Agreement – Executive Director Gretchen Caserotti commended the labor team on behalf of the AFSCME Local 3787 and the management team on behalf of the Library for a successful bargaining campaign, noting they embodied professionalism and dedication to the process.

Members of the bargaining team were Clorissa Ashley, Katie Baker, Connie Behe, Dana Brownfield, Steve Carmody, Cheree Green, Edward Allan, Sofia Mabee, Jill Merritt, Amanda Rodriguez, Tamara Saarinen and Setu Tauvela.

Trustees expressed their gratitude and appreciation for their collaborative efforts. Local 3787 President Eddie Allen extended his thanks to the management team for their supportive interactions and partnership.

Trustee Wheaton moved to ratify the 2025-2027 Collective Bargaining Agreement between Pierce County Rural Library District and Washington State Council of County and City Employees, Local 3787. Trustee Sloan seconded the motion. Motion carried.

New Board Reports Discussion – Executive Director Caserotti noted efforts have been underway to improve internal communications as well as those shared with the Board. She proposed a

new structure for board meetings which includes staff presentations from department heads as part of the board development segment of the meetings. Certain routine reports would come to the Board quarterly. Finance reports will be updated as well.

2021-2023: Three Year Audit Update – Finance Director Mary Stimson reported on the Library's recent 3-year audit. Executive Director Caserotti commended Ms. Stimson and her staff for completing the process on an expedited timeline, and with staff shortages in her department. She noted the Library takes feedback and criticism seriously and respects the findings and recommendations from the Washington State Auditor's Office.

Finance Director Mary Stimson reported that the Library received an unmodified opinion, which is a clean audit of the financial reports and general ledgers, indicating the Library's accounting aligns with the County and the BARS manual reporting. The finding was solely reflective of the representation and the review process for the schedules provided to the State Auditor. The items were corrected and now align with the financial statements. The Library is in the final stages of the 3-year accountability audit. The next financial audit will be in October 2025.

Trustees expressed appreciation for the transparency and bringing the information to the Board's attention.

Approve 2025 Foundation Agreement and Addendums – Foundation Director Dean Carrell provided an overview of the agreement, noting the Foundation exceeded its fundraising goal of \$500,000.

Executive Director Gretchen Caserotti and the Trustees thanked the Foundation for their efforts and accomplishments in 2024.

Trustee Sloan moved to Authorize Executive Director Caserotti to sign the Foundation Agreement as presented. Trustee Patel seconded the motion. Motion carried.

Trustee Sloan moved to Authorize Executive Director Caserotti to sign Addendum #1 as presented. Trustee Patel seconded the motion. Motion carried.

Trustee Sloan moved to Authorize Executive Director Caserotti to sign Addendum #2 as presented. Trustee Wheaton seconded the motion. Motion carried.

EXECUTIVE DIRECTOR REPORTS

Executive Director Report – Executive Director Caserotti expressed appreciation to staff and supervisors who worked during the holiday season to ensure the Library's customers were provided for. She noted in early 2025, her focus will be on the upcoming legislative session, the strategic plan implementation and phase two of capital planning.

Executive Director Caserotti plans to attend Library Legislative Day on February 5, 2025, and would be sharing the schedule with the Board. She clarified that she does not perform or conduct lobbying activities. She added that the Library has not historically adopted legislative

priorities as other local government agencies do, but she monitors legislative agendas from local cities and counties and other government agencies. She added that the Association of Washington Cities 2025 legislative agenda has areas of alignment with the Library's interests; namely property tax reform and public records law improvements. She recently submitted comments on behalf of the Library to Attorney General on proposed rules changes to the Model Rules on the Public Records Act.

November 2024 Financial Report – Finance Director Mary Stimson reported the Library has received 99% of its revenue. Transfers from the General Fund to the Capital Fund have been completed, which will help with capital funding cash flow.

Public Services Report and Metrics Dashboard – Executive Director Caserotti reported ongoing progress in restoring library usage to pre-pandemic levels. She highlighted the Ready for Books program and expressed gratitude to the Foundation for providing books for children.

Unfinished Business

Policy Review:

Discussion on Board Bylaws Update – Executive Director Gretchen Caserotti presented the proposed policy updates, highlighting that while the Library is not mandated to have Board bylaws, maintaining them is considered a best practice that helps establish a strong foundation for the governing body.

Public Records Policy Revision – *Trustee Jenkins moved for approval of the Public Records policy. Trustee Sloan seconded the motion. Motion carried.*

Works of Art in Library Facilities Policy Revision – *Trustee Duncan moved for approval of the Works of Art in Library Facilities policy. Trustee Sloan seconded the motion. Motion carried.*

Access to Library Services for Persons with Disabilities Policy Revision – *Trustee Duncan moved for approval of the Access to Library Services for Persons with Disabilities policy. Trustee Wheaton seconded the motion. Motion carried.*

Sumner Library Project Update – Executive Director Caserotti shared a slide deck and provided an update of the goals, timeline, funding and budgetary impacts for the project.

The City has requested that the easement to 153rd Street serve as the main entrance to ensure pedestrian safety. However, the city is still negotiating with property owners, delaying progress. Design work remains on hold until this process is finalized. If the easement is not secured, significant design revisions will be necessary. The Library may also be responsible for easement maintenance.

The Conditional Use Permit and SEPA applications have been submitted. In December, the hearing examiner required a mid-block crosswalk on Main Street, which neither the City nor the Library supports. Efforts to resolve this issue are ongoing, causing further delays.

The 17,000 sq. ft. building will include a public meeting room, program room, teen room, sensory room, study rooms, and flexible open space. A community space partnership is under discussion. Interior design discussions continue, focusing on furniture, fixtures, and a local historical element. New renderings emphasize transparency, natural light, and openness. Public engagement has been extensive through events, workshops, and outreach. A final community open house is scheduled for January 22, 2025.

Soil testing revealed instability, requiring six months of preloading and aggregate piers, adding \$1.5 million and extending the timeline. Site costs have doubled, prompting architects to separate site work from construction to maintain progress. Design changes reduced the full project cost from \$28 million to 22.5 million. The Department of Ecology issued a preliminary no further action letter on water monitoring, with final confirmation pending.

Executive Director Gretchen Caserotti reviewed the estimated budget stands at \$22.5 million, reflecting construction and site work costs of \$11.4 million and \$4.2 million, respectively, with additional expenses for security systems, architecture, engineering, and consulting. Soft costs are being carefully reviewed to avoid duplication, with a target reduction from 44% to 35% of construction costs. Sales tax and city fees are estimated at \$1.5 million.

Funding sources include the anticipated \$15 million bond sale, a \$3 million fundraising goal by the Foundation, a \$1.95 million state grant, and potential Library contributions from annual budgets or reserve funds. The final project cost will become clearer during the bidding phase. The project timeline is being adjusted based on new information, with key milestones expected in February, including decisions on the Conditional Use Permit, crosswalk, and easements. Once these are resolved, Johnson Architects will finalize the construction schedule. While a groundbreaking date remains uncertain, the goal is to begin this year.

Board members expressed appreciation for the fiscally responsible management of the project. Facilities Project Manager Christina Neville-Neil Christina was commended for her outstanding work as project manager, keeping communications productive and ensuring smooth coordination with government entities and permitting authorities. Her efforts have been instrumental in keeping the project on track despite challenges.

OFFICERS REPORTS

Q1 2025 Marketing and Communications Focus: Job and Business Services – Discussion ensued on the collection of data to measure the success of library programs aimed at assisting job seekers. It was noted that while feedback is often received through customer comments, there is no formalized system to track long-term outcomes. The Library is exploring ways to incorporate measurement and data analysis into the new strategic plan.

ANNOUNCEMENTS

The Library is a partner in a project led by the Multicultural Child and Family Hope Center, which has been awarded \$500,000 in ARPA funding for digital literacy and digital equity programs.

The Board was informed about the upcoming month-long celebration of Black voices and experiences across Library branches. A variety of programs for children and adults will be available, including virtual events.

Executive Director Caserotti expressed appreciation for Staff Experience Director Cheree Green, Deputy Director Behe, and the labor team for their efforts in the contract negotiations process.

Executive Director Caserotti thanked the Board for their commitment, support, and engagement over the past year, acknowledging their dedication to fulfilling the Library's mission and obligations to staff and the community was appreciated.

ADJOURNMENT

The meeting adjourned at 5:17 pm on motion by Trustee Wheaton, seconded by Trustee Jenkins.

Gretchen Caserotti, Secretary

Pamela Duncan, Chair

**Pierce County Library System
Payroll, Benefits and Vouchers
January 2025**

	<u>Warrant Numbers</u>	<u>Date(s)</u>	<u>Amount</u>
Electronic Payments - Payroll & Acct Payable		1/6/2025	\$ 1,204,180.67
Electronic Payments - Payroll & Acct Payable		1/21/2025	\$ 1,242,959.20
Accounts Payable Warrants	707353 - 707480	1/3/2025 - 1/31/2025	\$ 1,225,987.25
Total:			<u>\$ 3,673,127.12</u>

As of 2.5.2025

Ad-hoc bank transaction (Withdrawal)

PCL_Company

ACH Template Name in KTT : RLIBRARY
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 1/06/25 Payroll

Withdrawal Date: 1/6/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 93,819.58
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,635.22
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 75,635.22
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 714,760.08
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 15,842.31
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 66,245.06
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 91,416.16
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,237.49
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 2,833.93
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ 63,300.00
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	\$ 455.62
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ -
Total Deposit						\$ 1,204,180.67

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/2/2025
 Date

Comments:

Ad-hoc bank transaction (Withdrawal)

PCL_Company

ACH Template Name in KTT : RLIBRARY
 Description: Pierce County Rural Library

Contact Name: Stacy Karabotsos
 Contact Phone: 253-548-3451
 Contact e-mail: sdkarabotsos@piercecounyalibrary.org
 Comments: 1/21/25 Payroll

Withdrawal Date: 1/21/2025

Company	Description	Revenue/Spend Category	Cost Center	Fund	Business Unit	Total
PCL_Company	FIT EE and EIC	237100	CC_Library_District	697-00	5100000	\$ 106,289.96
PCL_Company	FICA EE and Medicare	237100	CC_Library_District	697-00	5100000	\$ 82,128.82
PCL_Company	FICA ER and Medicare	237100	CC_Library_District	697-00	5100000	\$ 82,128.82
PCL_Company	DIR DEP	237100	CC_Library_District	697-00	5100000	\$ 773,616.80
PCL_Company	Deferred Comp. Plan	237100	CC_Library_District	697-00	5100000	\$ 17,221.30
PCL_Company	DRS (PERS) EE	237100	CC_Library_District	697-00	5100000	\$ 71,451.94
PCL_Company	DRS (PERS) ER	237100	CC_Library_District	697-00	5100000	\$ 98,631.24
PCL_Company	VOYA	237100	CC_Library_District	697-00	5100000	\$ 4,273.32
PCL_Company	H.S.A Employee Deductions	237100	CC_Library_District	697-00	5100000	\$ 3,061.03
PCL_Company	H.S.A Employer Contribution	237100	CC_Library_District	697-00	5100000	\$ -
PCL_Company	H.S.A Employee Fee	237100	CC_Library_District	697-00	5100000	\$ 188.85
PCL_Company	Department of Revenue	237100	CC_Library_District	697-00	5100000	\$ 2,809.46
PCL_Company	WA State Support Registry	237100	CC_Library_District	697-00	5100000	\$ 455.62
PCL_Company	Umqua Bank Analysis Fees (Qtrly)	237100	CC_Library_District	697-00	5100000	\$ 702.04
Total Deposit						\$ 1,242,959.20

Certification:

Stacy Karabotsos
 Signature (Department Designee)

1/16/2025
 Date

Comments:

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707353	01/03/2025	AMAZON CAPITAL SERVICES	531004	OFFICE/OPERATING SUPPLIES, MATERIALS - Adult books	0.00	5,455.44	01/09/2025
707354	01/03/2025	BAKER & TAYLOR	534110	MATERIALS - Adult, YA & Children's Books	0.00	3,829.58	01/13/2025
707355	01/03/2025	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	128.82	01/14/2025
707356	01/03/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	403.94	01/14/2025
707357	01/03/2025	INGRAM LIBRARY SERVICES	534220	MATERIALS - Adult, YA & Children's Books	0.00	3,052.38	01/15/2025
707358	01/03/2025	LINCC	541650	ILL LOST ITEMS	34.99	0.00	
707359	01/03/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Children's AV, Adult Audiobooks	0.00	14,076.58	01/17/2025
707360	01/03/2025	NEW YORK TIMES	534505	MATERIALS - Magazines	0.00	2,458.60	01/22/2025
707361	01/03/2025	OCLC INC	541650	IFM DEBITS & IFM ADMIN FEES; NOV 24	0.00	30.52	01/15/2025
707362	01/03/2025	OVERDRIVE INC	534415	MATERIALS - Adult Audiobooks and eBooks/eDownloadable Audio, eMagazines	0.00	66,892.92	01/15/2025
707363	01/03/2025	PAN ASIAN PUBLICATIONS (USA) INC.	534730	MATERIALS - World - Japanese	0.00	350.00	01/15/2025
707364	01/03/2025	PLAYAWAY PRODUCTS LLC	534805	MATERIALS - Children's Audiobooks	0.00	751.08	01/14/2025
707365	01/03/2025	SNO-ISLE LIBRARIES	541650	ILL LOST ITEMS	0.00	17.99	01/13/2025
707366	01/03/2025	WESTMARK CONSTRUCTION INC	562100	DOOR REPLACEMENTS PROJECT- ACL	0.00	8,593.46	01/10/2025
707367	01/03/2025	WORKPOINTE	562800	WORKPOINTE ILWD PUB FLOOR FURNITURE	0.00	750.00	01/09/2025
707368	01/06/2025	AFCME AFL-CIO	231920	Payroll Run 2 - Warrant 010625	0.00	15,256.16	01/13/2025
707369	01/06/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 010625	0.00	2,160.68	01/14/2025
707370	01/06/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 010625	0.00	367.50	01/10/2025
707371	01/08/2025	AWC EMPLOYEE BENEFIT TRUST	231540	AWC_JANUARY 2025 PREMIUMS	0.00	315,189.37	01/22/2025
707372	01/09/2025	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, MATERIALS - Adult books, TECH HARDWARE	0.00	1,110.26	01/14/2025
707373	01/09/2025	US BANK	231950	ACC#4246 0445 5567 9202; P-CARD; 1/6/2025	101,079.41	0.00	
707374	01/10/2025	ALEX ZERBE ENTERTAINMENT	541010	ZANIAC COMEDY SHOW 12/31/24 AT UP	0.00	600.00	01/14/2025
707375	01/10/2025	BAKER & TAYLOR	534110	MATERIALS - Adult & Children's Books	0.00	6,522.77	01/21/2025
707376	01/10/2025	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult AV - Audiobooks	0.00	226.35	01/17/2025
707377	01/10/2025	BUCKLEY NURSERY COMPANY	562020	BUCKLEY NURSERY- LANDSCAPING AND SITE IMPROVEMENT	2,672.31	0.00	
707378	01/10/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	183.88	01/22/2025
707379	01/10/2025	CORAGGIO GROUP LLC	541020	CONSULTING SERVICES FOR NEW STRATEGIC PLAN	0.00	9,139.00	01/27/2025
707380	01/10/2025	EBS CO	534505	MATERIALS - Magazines	0.00	258.68	01/17/2025
707381	01/10/2025	INGRAM LIBRARY SERVICES	534125	MATERIALS - Adult & Children's Books	0.00	4,092.32	01/16/2025
707382	01/10/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV	0.00	7,271.30	01/29/2025
707383	01/10/2025	MULTNOMAH COUNTY	541650	ILL LOST ITEMS	39.95	0.00	
707384	01/10/2025	OCLC INC	541650	IFM Debits & IFM Admin Fees Dec 24	0.00	35.52	01/16/2025
707385	01/10/2025	PACIFICSOURCE ADMINISTRATORS	549050	Annual Renewal Fee 1-1-25, Member Fees Jan 2025	0.00	615.00	01/14/2025
707386	01/10/2025	PIERCE COUNTY LIBRARY SYSTEM	549050	BOA fees: \$611.66; KB: \$120.60	0.00	732.26	01/17/2025
707387	01/10/2025	WORKPOINTE	535015	CONTESSA CHAIR BACK STOCK	0.00	6,506.97	01/14/2025
707388	01/10/2025	GRETCHEN YANOVER	541010	CELLO PERFORMANCE, SUM 12/21/24	0.00	350.00	01/15/2025
707389	01/17/2025	AMAZON CAPITAL SERVICES	531002	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, TECH HARDWARE	0.00	1,016.27	01/22/2025
707390	01/17/2025	BAKER & TAYLOR	534110	MATERIALS - Adult Audiobooks, Adult & Children's Books	0.00	8,238.97	01/27/2025
707391	01/17/2025	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult Audiobooks	0.00	248.07	01/24/2025
707392	01/17/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	0.00	448.23	01/27/2025
707393	01/17/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	0.00	8,780.13	01/27/2025
707394	01/17/2025	LIBRARY IDEAS LLC	534305	MATERIALS - Databases	0.00	15,863.00	01/27/2025
707395	01/17/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV	3,468.07	0.00	
707396	01/17/2025	PUBLIC LIBRARIES OF WASHINGTON	549020	PLW 2025 ORGANIZATION MEMBERSHIP	7,500.00	0.00	
707397	01/22/2025	AFLAC	231590	Payroll Run 2 - Warrant 012125	3,802.34	0.00	
707398	01/22/2025	COLONIAL SUPPLEMENTAL INSURANC	231590	Payroll Run 2 - Warrant 012125	21.16	0.00	
707399	01/22/2025	PACIFICSOURCE ADMINISTRATORS	231543	Payroll Run 2 - Warrant 012125	2,310.68	0.00	
707400	01/22/2025	PIERCE COUNTY LIBRARY FOUNDATION	231930	Payroll Run 2 - Warrant 012125	0.00	367.50	01/24/2025
707401	01/24/2025	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS - Adult books	0.00	1,958.66	01/28/2025
707402	01/24/2025	ARCHIVESOCIAL LLC	535050	2025 ARCHIVE SOCIAL SUBSCRIPTION RENEWAL	4,610.99	0.00	
707403	01/24/2025	ATS AUTOMATION INC	548010	HVAC CONTROLS- MAINT &SUPPORT (7/1/2024-6/30/2029)	0.00	7,795.91	01/29/2025
707404	01/24/2025	AWARDCO INC	535050	2025 AWARDCO SUBSCRIPTION RENEWAL, Awardee Redemption Dec 24	11,063.58	0.00	

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707405	01/24/2025	BETA - LAKEWOOD LLC	591720	Ground Lease 18th Payment - February 2025	23,874.00	0.00	
707406	01/24/2025	BLANKENSHIP EQUIPMENT REPAIR INC	548000	AC-COMPACTOR REPAIR	0.00	946.53	01/29/2025
707407	01/24/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	2,360.00	0.00	
707408	01/24/2025	WASHINGTON TECHNOLOGY SERVICES	542010	TELECOM - Acct G15-000 December 2024 Billing	0.00	586.48	01/31/2025
707409	01/24/2025	DATA QUEST LLC	541020	BACKGROUND CHECK	61.81	0.00	
707410	01/24/2025	DAVIS DOOR SERVICE INC	548000	DOOR REPAIRS	0.00	2,976.39	01/29/2025
707411	01/24/2025	EDU BUSINESS SOLUTIONS INC	535050	2025 PRINT SHOP PRO ANNUAL RENEWAL	0.00	2,057.22	01/30/2025
707412	01/24/2025	EHS-INTERNATIONAL INC	541060	BUCKLEY LIBRARY WELL INSTALLATION & SAMPLING	0.00	10,202.50	01/29/2025
707413	01/24/2025	ELITE PROPERTY INVESTMENTS LLC	591720	Rent, CAM, Sewer, Water; Feb 2025	0.00	13,715.19	01/30/2025
707414	01/24/2025	FATBEAM LLC	542012	ACL & MIL Internet Access Jan 2025	22,404.68	0.00	
707415	01/24/2025	FIRGROVE MUTUAL WATER COMPANY	547020	SH Water; Acct 008359-000; 12/31/24	0.00	683.47	01/29/2025
707416	01/24/2025	FOSTER ORGANIZING	541010	FOSTER ORGANIZING, MINIMIZE TO MAXIMIZ MIL/UP 1/11	400.00	0.00	
707417	01/24/2025	DAVID GORDON	541010	DAVID GORDON, HEAVEN ON THE HALF SHELL LWD 12/3/24	0.00	48.78	01/30/2025
707418	01/24/2025	HERMANSON COMPANY LLP	548000	UNIVERSITY PLACE AE200 INSTALLATION MITSUBISHI SYS	0.00	14,167.39	01/28/2025
707419	01/24/2025	LOTUS SEATTLE GROUP	544000	ADVERTISING - LOTUS MEDIA - RADIO AND DIGITAL	0.00	1,000.00	01/30/2025
707420	01/24/2025	MICROSCAN CONSULTANCY SERVICES LLC	541004	2025 MICROSAN CONSULTING	0.00	2,175.00	01/28/2025
707421	01/24/2025	MONARCH LANDSCAPE WA, LLC	548010	LANDSCAPE MONTHLY SERVICES (1/1/25-12/31/25)	0.00	12,886.73	01/28/2025
707422	01/24/2025	MCLATCHY COMPANY LLC	544000	ADVERTISING - TNT ADS AND DIGITAL	3,525.00	0.00	
707423	01/24/2025	CITY OF ORTING	591720	Lease Payments MPC Feb 2025	0.00	3,566.66	01/29/2025
707424	01/24/2025	PEOPLESPLACE	535015	FERN CHAIR BACK STOCK	0.00	7,020.26	01/29/2025
707425	01/24/2025	PIERCE COUNTY	549050	IT - WORKDAY USER 2025 INVOICES	0.00	360.00	01/30/2025
707426	01/24/2025	PRINTING CONCEPTS LLC	541020	LIBRARY CARDS - 15000 MOUNTAIN, 5000 MILITARY	3,080.00	0.00	
707427	01/24/2025	QBSI - A XEROX COMPANY	548010	QBSI/XEROX MAINTENANCE CLICK CHARGE	0.00	685.30	01/31/2025
707428	01/24/2025	QUIPU GROUP LLC	535050	2025 QUIPU ECARD SUBSCRIPTION	3,545.00	0.00	
707429	01/24/2025	RICOH USA INC	541630	2025 GOLD FULL SRVC & SILVER MAINT AGREEMENT	0.00	2,792.76	01/30/2025
707430	01/24/2025	SARCO SUPPLY LLC	531010	ANNUAL 2025 CUSTODIAL SUPPLIES	0.00	2,944.01	01/28/2025
707431	01/24/2025	SENTINEL PEST CONTROL	548010	ANNUAL 2025 SENTINEL PEST CONTROL MONTHLY SERVICE	1,860.74	0.00	
707432	01/24/2025	SHOUTBOMB LLC	535050	2025 SHOUTBOMB ANNUAL SUBSCRIPTION RENEWAL	0.00	5,832.00	01/29/2025
707433	01/24/2025	SUMMIT LAW GROUP PLLC	541040	LEGAL SERVICES - GENERAL LABOR	0.00	14,089.50	01/29/2025
707434	01/24/2025	SURPRISE LAKE SQUARE LLC	591720	Rent & CAM Feb 2025	0.00	12,863.39	01/29/2025
707435	01/24/2025	TILlicum AMERICAN LAKE GARDENS COMMUNITY SERVICE	545030	Tillicum Branch Utilities & Rent/Cam Dec	2,659.79	0.00	
707436	01/24/2025	TK ELEVATOR	548010	GOLD SERVICE MAINTENANCE AGREEMENT AC	1,997.58	0.00	
707437	01/24/2025	TYLER TECHNOLOGIES INC	535050	ERP SYSTEM FINANCIALS AND, PAYROLL, HCM	73,269.09	0.00	
707438	01/24/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	0.00	9,332.96	01/29/2025
707439	01/24/2025	WATERHOLE - ORANTES ORIGINAL	541010	Jose Orantes Fun Animal Hat 1/9 TIL	0.00	400.00	01/29/2025
707440	01/24/2025	WAYNES ROOFING INC	548000	ROOF REPAIRS & EMERGENCY SERVICES	905.57	0.00	
707441	01/24/2025	WEX BANK	532000	ANNUAL 2025 WEX FUEL CARDS	2,962.36	0.00	
707442	01/30/2025	DEPT OF LABOR & INDUSTRIES	231510	Q4 2024 L&I _ Account ID# 277,074-00	55,101.80	0.00	
707443	01/30/2025	EMPLOYMENT SECURITY DEPARTMENT	231590	Q4 2024 WA CARES _ ID# C278036416	30,365.68	0.00	
707444	01/30/2025	EMPLOYMENT SECURITY DEPARTMENT	231590	WA PFML Q4 2024 _ ID# C278036416	42,074.27	0.00	
707445	01/31/2025	AMAZON CAPITAL SERVICES	531000	OFFICE/OPERATING SUPPLIES, CUSTODIAL SUPPLIES, MATERIALS - Adult books	1,343.24	0.00	
707446	01/31/2025	BAKER & TAYLOR	534110	MATERIALS - Adult AV, Adult & Children's Books	5,221.16	0.00	
707447	01/31/2025	BLACKSTONE PUBLISHING	534020	MATERIALS - Adult Audiobooks	272.04	0.00	
707448	01/31/2025	BUILDINGWORK LLC	541060	BUILDINGWORK DOOR REPLACEMENT PROPOSAL	406.25	0.00	
707449	01/31/2025	CENGAGE LEARNING INC / GALE	534120	MATERIALS - Adult Large Print	100.98	0.00	
707450	01/31/2025	CINTAS CORPORATION LOC 461	548010	ANNUAL 2025 SERVICE FOR CUSTODIAL LAUNDRY- SYS	944.00	0.00	
707451	01/31/2025	CIS - CENTER FOR INTERNET SECURITY	535055	2025 ANNUAL ALBERT MONITORING WITH CIS	4,390.00	0.00	
707452	01/31/2025	CLEARGOV INC	591721	2025 CLEARGOV SUBSCRIPTION	8,600.00	0.00	
707453	01/31/2025	CRYSTAL SPRINGS	531002	DUPONT WATER - DELIVERY & RENTAL	38.27	0.00	
707454	01/31/2025	DATA QUEST LLC	541020	BACKGROUND CHECKS	231.70	0.00	
707455	01/31/2025	DOW JONES & COMPANY	534505	MATERIALS - Magazines	120.00	0.00	
707456	01/31/2025	E-RATE EXPERTISE INC	541000	E-RATE PROFESSIONAL SERVICES (Q4 2024 - 2025)	14,666.00	0.00	

CHECK #	CHECK DATE	VENDOR NAME	OBJECT	DESCRIPTION	UNCLEARED	CLEARED	CLEAR DATE
707457	01/31/2025	EMPLOYMENT SECURITY DEPARTMENT	520040	ESD 000-930403-10-6; UBI 278-036-416 Q4 2024	3,060.84	0.00	
707458	01/31/2025	FLOHAWKS	548000	EMERGENCY SEPTIC PUMPING	456.45	0.00	
707459	01/31/2025	GORDON THOMAS HONEYWELL LLP	541040	LEGAL SERVICES MATTER:18 Sumner Library	262.50	0.00	
707460	01/31/2025	HERMANSON COMPANY LLP	548000	HVAC MAINTENANCE REPAIRS	3,342.97	0.00	
707461	01/31/2025	INGRAM LIBRARY SERVICES	534110	MATERIALS - Adult & Children's Books	8,268.55	0.00	
707462	01/31/2025	JOHNSTON ARCHITECTS	541060	NEW SUMNER DESIGN	30,517.10	0.00	
707463	01/31/2025	LAMAR COMPANIES	544000	ADVERTISING	1,805.00	0.00	
707464	01/31/2025	LOGIC INTEGRITY INC	541004	2025 EXCHANGE AND ACTIVE DIRECTORY HEALTH CHECKUP	3,200.00	0.00	
707465	01/31/2025	LOTUS SEATTLE GROUP	544000	ADVERTISING - LOTUS MEDIA - RADIO AND DIGITAL	2,000.00	0.00	
707466	01/31/2025	MIDWEST TAPE LLC	534010	MATERIALS - Adult & Youth AV, Adult & Children's Audiobooks	14,125.00	0.00	
707467	01/31/2025	MORNINGSTAR INC	534305	MATERIALS - Databases	9,558.00	0.00	
707468	01/31/2025	GEODESIGN INC	541060	GROUND MONITORING/ REGULATORY CLOSURE ACTIVITIES	17,993.51	0.00	
707469	01/31/2025	PACIFICSOURCE ADMINISTRATORS	549050	Member Fees February 2025	115.00	0.00	
707470	01/31/2025	PIERCE COUNTY SEWER	547030	JANUARY BILLING, MULTIPLE LOCATIONS	943.75	0.00	
707471	01/31/2025	PROQUEST LLC	534305	MATERIALS - Databases	2,479.44	0.00	
707472	01/31/2025	SALT LAKE COUNTY LIBRARY SYSTEM	541650	ILL LOST ITEMS	21.99	0.00	
707473	01/31/2025	SAZAN GROUP INC	541060	SUMNER LEED FUNDAMENTAL COMMISSIONING	870.00	0.00	
707474	01/31/2025	SONITROL PACIFIC	548000	SYSTEM- MISC. EXPENSES	573.50	0.00	
707475	01/31/2025	STATE AUDITORS OFFICE	541000	2024 ACCOUNTABILITY AND FINANCIAL AUDITS	24,119.94	0.00	
707476	01/31/2025	TUMBLEWEED PRESS INC	534305	MATERIALS - Databases	3,750.00	0.00	
707477	01/31/2025	TYLER TECHNOLOGIES INC	535050	2025 TYLER TECH EXPENSE MODULE	4,527.10	0.00	
707478	01/31/2025	WALTER E NELSON CO OF WESTERN WASHINGTON	531010	ANNUAL CUSTODIAL SUPPLIES 2025	3,490.51	0.00	
707479	01/31/2025	WAYNES ROOFING INC	548000	ROOF REPAIRS & EMERGENCY SERVICES	763.02	0.00	
707480	01/31/2025	ZPROCIS SOLUTIONS INC	541004	2024 DATABASE ADMINISTRATOR CONSULTING ADD	2,900.00	0.00	
					582,528.66	643,458.59	1,225,987.25

MEMO



Date: February 5, 2025

To: Chair Pam Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Public Computer, Wi-Fi, and Internet Use Policy Correction

Following the September 2024 filing and posting of the revised Public Computer, Wi-Fi, and Internet Use Policy approved by the Board of Trustees, an inconsistency was discovered between the track changes and clean versions. Trustees saw the complete and correct version in the August meeting packet, while an erroneous truncated version was included in the September packet when it was approved. The corrected clean policy reflects the content originally presented to the Board, and outlines that:

- Adult users may choose to use filtered or unfiltered content settings applied when using Library computer equipment to access the Internet.
- Use of Internet Wi-Fi by minors remains under the discretion of individual parents or caregivers and the technology filtering that they have chosen for their families on their devices.

MOTION: To approve the Public Computer, Wi-Fi, and Internet Use Policy as Corrected.

Board Policy



Public Computer, Wi-Fi, and Internet Use Policy

Policy Statement

Libraries are crucial for democracy, providing access to information. The Pierce County Library System (the “Library”) provides free access to the internet through library owned computers as well as wireless access through personally owned devices.

Purpose

To establish the guidelines, conditions and responsibilities for internet supporting the Library’s principles and within applicable state and federal laws and regulations.

Policy

The internet is a global electronic network of ideas, images, and commentary that enhances resources already available at the Library. However, the internet is decentralized and unmoderated, and some websites provide information that is inaccurate, incomplete, or dated and some content may be offensive, disturbing, or potentially illegal. The Board of Trustees respects the rights of all Library patrons to read, seek information, and speak freely, as guaranteed by the First Amendment protections for materials accessed through the Library’s collections or services. Consequently, the Library does not monitor or endorse internet content unless otherwise stated in this policy.

To remain eligible for federal funding, the Library has chosen to follow internet content filtering protocols of the Children’s Internet Protection Act (“CIPA”) which mandates that any public library receiving such support must filter access to internet content on library owned equipment to screen for obscenity, child pornography, and in the case of minors, material that deemed harmful to them to be eligible for federal funds such as e-rate reimbursements and Library Services and Technology Act grants.

Filtering

The Library filters internet access in two ways: Security Filtering and Content Filtering.

Security Filtering consists of a range of technologies designed to prevent malicious or harmful activities from occurring or originating from Library computer equipment. To ensure the security of Library networks and data, the Library maintains cybersecurity standards, through security filtering. These standards include ongoing restriction of access to certain sites, practices, and materials that could harm the Library’s network or be harmful if accessed through it. This process is separate from content filtering and applies to all computer devices in use at the Library at all times.

Content Filtering software that is designed to restrict or block access to unwanted or prohibited internet content. The Library uses a content filter on Library owned computers and laptops that is intended to block access to the following content consistent with CIPA guidelines:

- Visual depictions that are obscene, contain child pornography, and are harmful to minors.
- Sites that instruct and encourage minors in performing unlawful activities, such as “how to

hack.” Use of Library computers, networks or Wi-Fi for hacking or other unlawful activity is prohibited.

- Sites that encourage or allow sharing personal information about minors without authorization.

A description of content filter subject categories used is available upon request. The Library regularly evaluates its content filtering practices.

Internet Access from Library Computers and Personal Devices

The Library provides public computers and laptops with standard software for internet access. Library visitors must use library devices responsibly and any loss or damage will be handled according to rules for replacement or repair of Library equipment. Library owned devices have security and content monitoring and management software to prevent unauthorized changes including the installation of software.

All library visitors, adult and minor, may use the Library’s public Wi-Fi network on their own personal devices to access the internet. Security filtering remains in place, but content filtering is not available on personally owned devices.

The Library affirms the right and responsibility of parents and caregivers to monitor their child's use of materials and resources, including their use of Library computers and personal devices to access the internet.

Regardless of the device used, activities that will alter, damage, disable, vandalize, or otherwise harm computer equipment, hardware, software, or networks both on Library premises and elsewhere are prohibited.

Access by Adults (17 and older)

CIPA regulations allow for individuals 17 years of age or older to choose unfiltered access to the internet. Consequently, the Library’s computers that provide access to the Internet are content filtered to the extent required by CIPA, and persons 17 years of age or older have the right to turn off the content filter for their use.

Access by Minors (under 17)

In compliance with CIPA regulations, the Library provides a content filter on all its computers available to minors. CIPA defines a minor as a child under the age of 17. All computers located in children’s areas will have content filtered internet access with no option to remove it. Minors logging into a Library owned device have content filtered internet access with no option to opt out.

Rules Governing Use

The Library Rules of Conduct establishes acceptable and prohibited behaviors and activities in the Library. The Executive Director will oversee the establishment of guidelines and procedures to provide the fair, reasonable, and legal use of access to internet.

Users of Library computers must use their Library cards to access the internet ensuring that appropriate content filter settings and any time restrictions are applied. Users with a guest pass will automatically receive content filtered internet access, regardless of age, without the option for

unfiltered access.

Internet users are prohibited from viewing, printing, downloading, or transmitting illegal or obscene material such as child pornography. All internet users must follow copyright laws and software license laws.

Users are prohibited from using library computers to conduct activities that will damage, disable, vandalize, or otherwise harm computer equipment, hardware, software or networks both on Library premises and elsewhere.

Compliance

Behavior that violates or restricts the rights of others to use the library or any illegal behavior will be handled according to the [Library Rules of Conduct](#). The Library reserves the right to suspend or restrict internet access privileges for those persons who access, use, or disseminate constitutionally unprotected speech, or otherwise misuse their internet privileges.

Privacy and Security

The Library does not guarantee privacy for individuals using electronic or other library resources. Many of the sites, services, and content on the internet are not secure.

Disclaimer

Although the Library has adopted these policies, it disclaims any warranties or liabilities on the effectiveness of any filter. The Library is not responsible for any damages, direct or indirect, arising from any use of the Library's connections to the internet.

Board Policy

Adopted by the Board of Trustees of the Pierce County Library System, April 10, 2002; Revised January 14, 2004, March 8, 2006, February 12, 2014, September 11, 2024, Updated XXX

Board Policy



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MEMO



Date: January 16, 2025

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Kristina Cintron, Facilities Project Manager

Subject: Facilities Equipment Surplus and Recycling Request

The Library needs to dispose of some low-value items and equipment that have reached their end of life. The Facilities team continues to carry out regular surplus efforts in keeping with our obligation to maintain our facilities and be responsible stewards of taxpayer money as well as our environment.

Background: Facilities furnishings, and equipment valued at \$50 or more and in good working order is sent to Department of Enterprise Services (DES) for surplus resell at auction. Due to the age, condition and estimated value of the remaining equipment, the Library recommends the remaining items be recycled.

Inventory Removal Mechanism: With the Board's approval, we will surplus the higher valued items through DES, and we will recycle the remaining equipment through a DES recognized recycling program. See spreadsheet on next page for details.

ACTION: Move to approve the surplus and recycling of the furnishings, supplies, & equipment.

QTY	Location	Item Description	Reason for request	Condition	Est. Value	Action
1		cubicle mounted L shaped tan desk	obsolete	Not Good		Recycle
1		wall mounted L shaped desk with cabinet	obsolete	Not Good		Recycle
1		2 door 6 shelf pink storage cabinet	obsolete	Not Good		Recycle
1		2 door 12 shelf pink storage cabinet	obsolete	Not Good		Recycle
1		black armless task chair	damaged/ broken	Not Good		Recycle
2		white meeting chairs	end of life	Not Good		Recycle
1		wooden tan/cream futon couch	end of life	Not Good		Recycle
2		65in grey partitions L shaped	end of life	Not Good		Recycle
2		68in tan partitions L shaped	end of life	Not Good		Recycle
1		40in tan Partitions L shaped	end of life	Not Good		Recycle
6		white desk shelving units	end of life	Not Good		Recycle
1		U shaped desk w/ cabinets	end of life	Not Good		Recycle
10		double sided shelving units (for books)	end of life	Not Good		Recycle
1		partial L shaped desk	end of life	Not Good		Recycle
1		curved desk w/ cabinets	end of life	Not Good		Recycle
4		wall mounted grey cabinets	end of life	Not Good		Recycle
2		white Partition mounted L shaped desks	end of life	Not Good		Recycle
1 box		floro boxes w/ various parts	obsolete	Good		Donate
17		various car filters (in 1 box)	obsolete	Good		Donate
1		vehicle storage cabinet	end of life	Good		Auction
1		lime green 2 shelf curved desk	end of life	Good		Auction
1		white folding leg table	end of life	Good		Auction
1		2 shelf bookcase	end of life	Good		Auction
1		round beige meeting table	end of life	Good		Auction
1		brown wooden table	end of life	Good		Auction
10		purple mesh desk partitions	end of life	Good		Auction
1		tan Height adjustable desk	end of life	Good		Auction
1		2 door 2 shelf cabinet	end of life	Good		Auction
1		3 shelf bookcase	end of life	Good		Auction
1		tan caper chair w/ 5 carpet feet	end of life	Good		Auction
1		dark green caper chair w/ 5 carpet feet	end of life	Good		Auction
2		black computer chair w/ arms	obsolete	Good		Auction
1		black task chair	end of life	Good		Auction

RESOLUTION NO. 2025-01

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
PIERCE COUNTY RURAL LIBRARY DISTRICT
TO DECLARE FURNISHINGS AND EQUIPMENT
SURPLUS TO PUBLIC SERVICE NEEDS**

WHEREAS, the Pierce County Rural Library District (“Library”) has identified items of furnishings and equipment to surplus, and

WHEREAS, unless otherwise noted, each item has an estimated value of less than \$50.00 and is of no further need for public or administrative service, now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT THAT:

The item(s) on the attached list(s) be declared surplus and disposed, including but not limited to being sold at public auction and as trade-in value toward replacement.

PASSED AND APPROVED THIS 12th DAY OF FEBRUARY 2025.

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Pamela Duncan, Chair	_____
Neesha Patel, Vice-Chair	_____
Pat Jenkins, Member	_____
Abby Sloan, Member	_____
Ryan Wheaton, Member	_____

Executive Director Report (Routine Reports)

MEMO



Date: February 4, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Executive Director Report

This memo provides an overview of the activities conducted by the district and me during January 2025. I am happy to answer any questions the Trustees may have regarding library operations.

As previously discussed, staff presentations are the focus of board development this year. This month, Trustees will hear from Brian Lee, Information Technology Director, about his first year in the role and the work IT is undertaking in alignment with the new strategic plan. Additionally, we were recently notified that we have been awarded large cybersecurity grants, which will be strategically utilized to strengthen our systems and security.

In January, we welcomed Kristina Cintron, Facilities and Capital Projects Director, back from extended leave. We are grateful to Christina Neville-Neil, Facilities Project Manager, and the Facilities leadership team for maintaining operations and ensuring continued progress in her absence. We are eager to have Kristina step back into leadership roles, particularly in the new strategic plan, the Sumner Library project, and the Comprehensive Capital Plan (CCP). In late January, we worked with CCP consultants to create and distribute a survey to community partners. We are coordinating with the consultants to plan a workshop with community partners this spring. The team has also begun examining real estate and financial considerations.

With great pleasure, we announce that The Norcliffe Foundation has pledged \$300,000 to the Pierce County Library Foundation's Spark! Capital Campaign for the new Sumner Library. This generous gift reflects a commitment to whole-child development and the incorporation of active play areas into the new branch. Congratulations to the PCLS Foundation, and sincere thanks to The Norcliffe Foundation! As previously shared, Library administrators continue to address recent challenges with the new Sumner Library project related to the easement and are closely monitoring potential impacts from tariffs on imported goods, such as Canadian timber. The team is actively working to identify solutions that will allow the Design Development Phase to conclude and transition into the Construction Documents phase. Feedback from the community during the recent open house was positive and there was general excitement around the project. Meanwhile, the Finance team is awaiting S&P's rating for the upcoming bond sale for the Sumner Library Capital Facility Area, expected later in February.

On January 28, 2025, I attended the Tacoma Pierce County Chamber of Commerce's Horizons Economic Breakfast. [The Pierce County Economic Index \(PCEI\) Report for 2025 is now available online.](#) Experts are cautiously optimistic about the 2025 economy, forecasting a 1.6% rise in the PCEI, driven by increasing personal income and improved gross domestic product contributions from key sectors such as

government and real estate. [Key findings](#) from the report include the following: While mortgage rates eased slightly in 2024, housing affordability remains below historical averages. Taxable retail sales are expected to rebound by 2.3% in 2025, following a 2.8% decline in 2024, reflecting cautious optimism—particularly in the food and beverage industry—despite national economic uncertainties.

The Chamber encourages businesses, policymakers, and residents to focus on fostering resilience through investments in education, infrastructure, and affordable housing. Additionally, monitoring federal policies on interest rates and tariffs remains critical to the county’s economic outlook.

The Washington State Legislature is monitoring economic realities and dynamics as it kicked off the 2025-2027 Biennial Legislative Session. With a budget deficit of a large magnitude at the state level, the [Governor has released his budget priorities](#) and is working on these priorities with legislators, many of whom are newly elected. We have been assured the Library Capital Improvement Program award PCLS received, for the new Sumner Library in 2023, remains committed.

In keeping with our standard practice of soliciting community feedback, Marketing and Communications Director Mary Getchell has initiated preparations for the biannual Public Opinion Poll. The Request for Qualifications to select a consulting firm was released at the beginning of February, with the project expected to conclude with a final report to the Board by the end of summer. This year, the poll will also be coordinated with the Comprehensive Capital Planning project to maximize large-scale community input.

As we transition from January into February, the organization is beginning to close out 2024 reporting and compile data for the annual State Reports. Meanwhile, the Staff Experience and Finance teams are actively implementing the new Collective Bargaining Agreement, and Staff Experience has provided training to all supervisors. Additionally, the Administrative Team is beginning to implement the new strategic plan, with departments across the organization working towards implementing strategies outlined in the plan.

Public Services Report

Library at a Glance: December 2024 YTD Key Performance Indicators

<p>Cardholders</p> <p>329,812</p> <p>↑ +10.5%</p>	<p>YTD Users - Physical</p> <p>1,426,928</p> <p>↑ +12%</p>	<p>YTD Circulation - Digital</p> <p>2,633,262</p> <p>↑ +12%</p>
<p>YTD Circulation - Physical</p> <p>2,594,790</p> <p>↓ -1.01%</p>	<p>YTD Number of Youth Programs</p> <p>2,132</p> <p>↑ +10%</p>	<p>YTD Youth Program Attendees</p> <p>48,782</p> <p>↑ +2%</p>
<p>YTD Number of Adult Programs</p> <p>1,069</p> <p>↑ +21%</p>	<p>YTD Adult Program Attendees</p> <p>10,415</p> <p>↑ +18%</p>	

The percentage change is a comparison of YTD from prior year 2023. Physical circulation includes renewals.

In Focus: December 2024 Service Highlight

Public Services Highlight: Expanding Voter Access and Civic Engagement through Library Partnerships

In 2019, Pierce County Library System, Tacoma Public Library and Puyallup Public Library partnered with the Pierce County Auditor's Office to provide access and assistance on Election Day for Pierce County voters needing to:

- Register to vote or update their voter registration
- Get their ballot
- Replace a ballot that has been lost, damaged, or mismatched
- Pick up voters' pamphlet
- Get answers to their voting questions

This successful pilot expanded in 2020 and was fully operationalized by 2021. Through this strategic partnership, 27 library locations across Pierce County serve as Points of Assistance for voters.

In 2024, the Library collaborated with the Pierce County Elections Office to provide voter education classes at multiple library locations. These sessions engaged and informed residents about elections and their right to vote. In 2025, we will explore opportunities to strengthen community relationships and partnerships to further expand civic education and engagement offerings across our service area.

Statistics

The November 5, 2024, General Election marked a milestone for VPOA services, with a record number of voters using these services at Pierce County Library's 18 locations compared to any of the previous 20 elections:

- More than **1,000 people** accessed VPOA services
- **839** ballot returns

Stories of Impact

Through VPOA services and voter education classes, the Library reduces barriers to voting and strengthens civic engagement, reinforcing the Library's role as a trusted community resource and partner.

- A newly naturalized citizen updated her registration, printed her ballot, and expressed deep gratitude to staff for this service.
- A voter with limited time received step-by-step phone guidance while riding the bus to the library, allowing them to complete their ballot update quickly upon arrival.
- A community mentor requested voter pamphlets to educate young men newly eligible to vote after incarceration. VPOA-trained Library staff provided materials and directed her to reliable voter education resources.

Looking Ahead

Make Me! - a Community Art Night – Wednesday, Feb. 26, 3:00pm-5:00pm; Interim Lakewood

Stories and Voices Programs: Celebrate Black History Month

Main Street Reads*

Saturday, Feb. 15, 1:00pm-2:00pm; Eternal Soul Bowl in Sumner

Thursday, Feb. 20, 2:30pm-3:30pm; Brix on Main in Sumner

African American Folktales and Legends

Wednesday, Feb. 19, 2:00pm-2:45pm; Gig Harbor

Thursday, Feb. 27, 2:00pm-3:00pm; Graham

Bold Visions: Honoring Black Artistic Brilliance

Thursday, Feb. 20, 5:30pm-7:30pm; University Place

Friday, Feb. 28, 4:00pm-6:00pm; Virtual*

Djembe Drum Jam Afro-Indigenous Music Circle

Sunday, Feb. 23, 2:00pm-4:00pm; Parkland/Spanaway

Stitch and Sip – Wednesday, Feb. 26, 3:00pm-4:00pm; DuPont

*Registration required

Customer Impact and Community Engagement - Stories by Location

Bonney Lake: An adult services librarian conducted an in-person Book-a-Librarian session with a customer taking a local college course on growing a business. As part of an assignment, the customer explored and navigated the library's business databases with the librarian's guidance. By the end of the session, the customer expressed amazement and appreciation for the valuable resources available at the library.

Fife: One gentleman came in several times trying to solve an issue with his Social Security (SS) check and staff helped him navigate the complex SS system. This work helped staff learn more about the SS administration and how to advise people navigating the system.

Key Center: A recent Job Fair with WorkForce and Goodwill drew 13 job seekers. One participant noted it was, *"Really, really, really great."*

Orting: A customer sought help accessing an audio court file in her email. Staff attempted a few solutions before seeking additional assistance. They identified an issue with the file, explained the problem, and provided next steps. Grateful for the support, the customer later called the branch to share that the staff's advice had worked and expressed her deep appreciation.

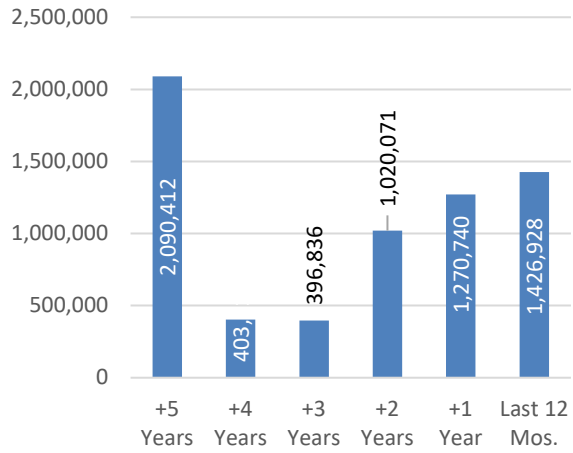
Parkland: The Learn to Paint Like Bob Ross program drew a very happy crowd, with most attendees signing up for another class (if they hadn't already).

A patron called eagerly inquiring about this year's Tax Help program, expressing appreciation for last year's excellent service. She shared that the money she would have spent on a tax service was instead donated to the library as a token of her gratitude.

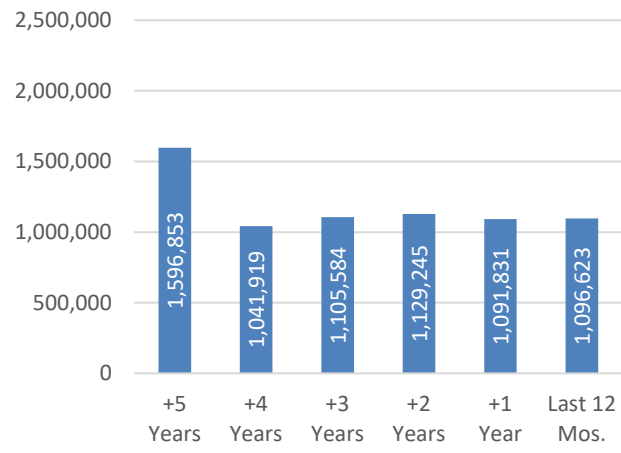
Sumner: A teen services librarian hosted their first off-site book club at the YMCA Teen Late Nite, engaging 15 young participants, many of whom were new to the library. She issued several library cards during the event, and later that week, two participants visited the library's Teen Hangout for the first time.

Customers / Visits - December 2024

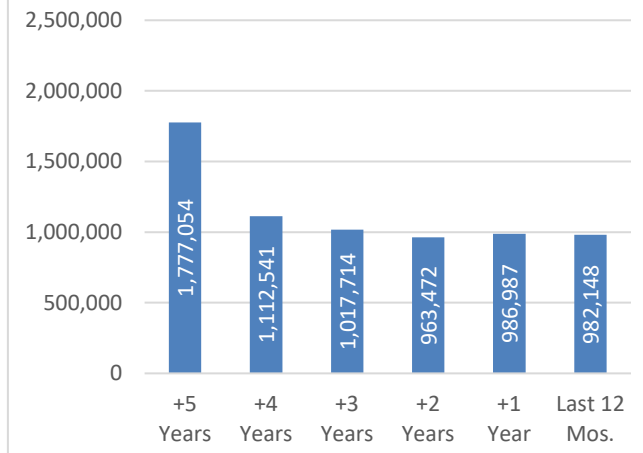
Branch Visits



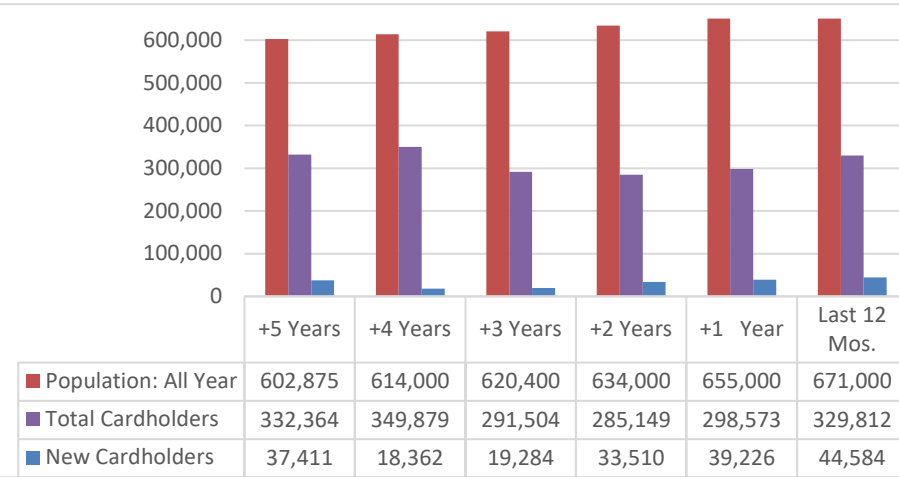
Catalog Visits



Website Visits



PCLS Cardholder Statistics



December and Rolling 12-Month Comparison

	December 2024	December 2023	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
Branch Visits	102,078	102,018	0.1%	1,426,928	1,270,740	12.3%
Catalog Visits	84,385	85,219	-1.0%	1,096,623	1,091,831	0.4%
Public Website Visits	72,466	71,893	0.8%	982,148	986,987	-0.5%

Technology

	December 2024	December 2023	% Change Dec. Year Over Year	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
PC/Laptop Sessions	15,014	13,135	14.3%	190,919	161,459	18.2%
Wi-Fi Sessions	68,847	59,702	15.3%	863,906	831,940	3.8%

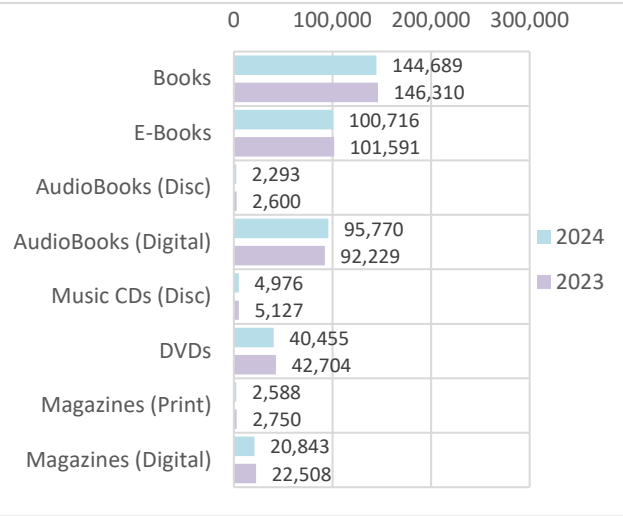
Public Spaces Usage

	December 2024	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change Year Over Year
# of Public Meeting Uses	2,119	24,720	16,993	45.5%
# of Attendees	8,657	98,383	71,630	37.3%

Notes:

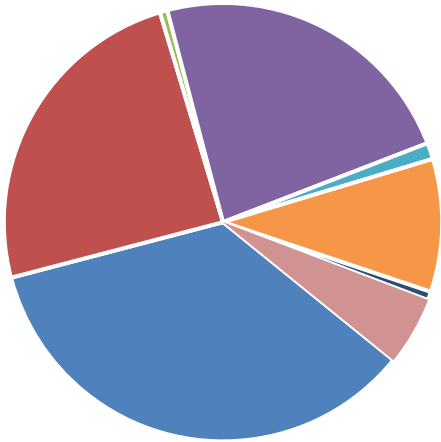
Collection Use - December 2024

December 2024 vs December 2023 Checkouts Data Table

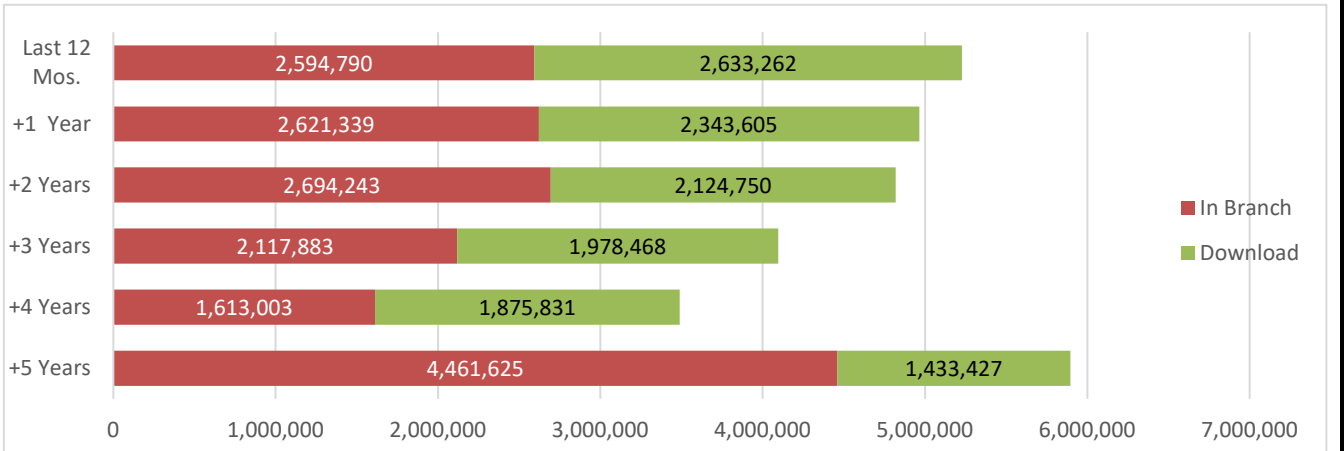


Categories	November 2024	December 2024	December 2023	% Change of December Year Over Year	% of Total December 2024 Checkouts	Rolling Last 12 Months	Rolling 12 Months +1 Year	% Change 12 Months Year Over Year
Books	157,307	144,689	146,310	-1.11%	35.09%	1,989,518	1,985,482	0.20%
E-Books	102,619	100,716	101,591	-0.86%	24.43%	1,235,577	1,181,719	4.56%
AudioBooks (Disc)	2,075	2,293	2,600	-11.81%	0.56%	30,059	35,377	-15.03%
AudioBooks (Digital)	100,539	95,770	92,229	3.84%	23.23%	1,175,937	1,031,144	14.04%
Music CDs (Disc)	4,290	4,976	5,127	-2.95%	1.21%	55,021	59,163	-7.00%
DVDs	37,916	40,455	42,704	-5.27%	9.81%	475,764	496,026	-4.08%
Magazines (Print)	2,626	2,588	2,750	-5.89%	0.63%	34,822	37,083	-6.10%
Magazines (Digital)	22,473	20,843	22,508	-7.40%	5.05%	221,748	130,742	69.61%
Totals:	429,845	412,330	415,819	-0.84%	100.00%	5,218,446	4,956,736	5.28%

Checkouts By Format - December 2024



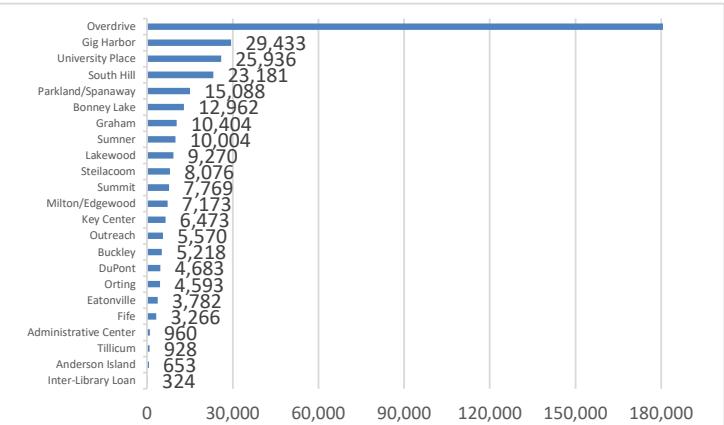
Collection Checkouts



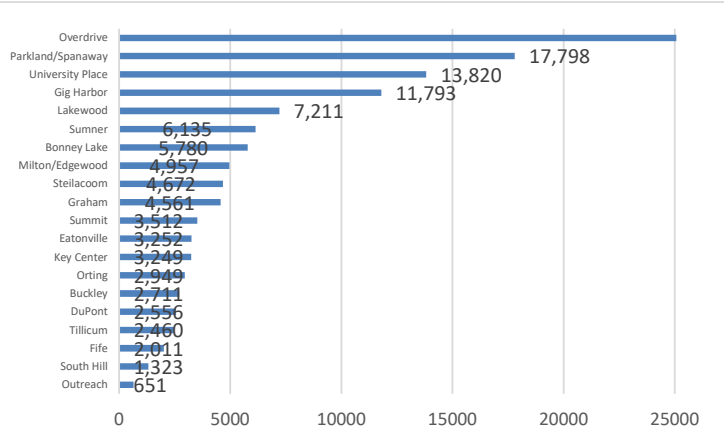
Activity - December 2024

Location	Checkouts				Visitors			
	December 2024	Last 12 Mo.	+1 Year	% Change	December 2024	Last 12 Mo.	+1 Year	% Change
Administrative Center	960	21,623	27,757	-22.1%	No "visitors" for Administrative Center			
Anderson Island	653	9,847	9,658	2.0%	No Door Counter for Anderson Island			
Bonney Lake	12,962	178,710	176,791	1.1%	5,780	87,774	77,415	13.4%
Buckley	5,218	71,767	76,934	-6.7%	2,711	39,935	37,658	6.0%
DuPont	4,683	66,450	75,473	-12.0%	2,556	37,695	35,339	6.7%
Eatonville	3,782	53,754	61,319	-12.3%	3,252	50,490	43,026	17.3%
Fife	3,266	38,489	36,841	4.5%	2,011	30,811	25,993	18.5%
Gig Harbor	29,433	409,170	409,802	-0.2%	11,793	175,529	159,182	10.3%
Graham	10,404	146,551	146,392	0.1%	4,561	69,385	57,471	20.7%
Inter-Library Loan	324	3,478	3,317	4.9%	No "visitors" for Inter-Library Loan			
Key Center	6,473	91,091	98,945	-7.9%	3,249	48,824	43,438	12.4%
Lakewood	9,270	36,738	1,728	2026.0%	7,211	28,380	0	-
Milton / Edgewood	7,173	96,686	98,921	-2.3%	4,957	63,857	54,837	16.4%
Orting	4,593	61,239	58,483	4.7%	2,949	42,698	35,548	20.1%
Overdrive	196,486	2,411,514	2,212,863	9.0%	36,445	422,545	366,876	15.2%
Outreach	5,570	52,121	37,112	40.4%	651	7,010	6,064	15.6%
Parkland / Spanaway	15,088	189,111	201,724	-6.3%	17,798	206,758	177,634	16.4%
South Hill	23,181	325,098	339,352	-4.2%	1,323	229,780	219,530	4.7%
Steilacoom	8,076	123,011	134,708	-8.7%	4,672	85,183	92,508	-7.9%
Summit	7,769	109,575	118,576	-7.6%	3,512	54,108	49,737	8.8%
Sumner	10,004	135,258	136,181	-0.7%	6,135	76,840	67,785	13.4%
Tillicum	928	12,512	14,004	-10.7%	2,460	30,094	24,666	22.0%
University Place	25,936	362,511	357,321	1.5%	13,820	180,594	153,509	17.6%
Total	392,232	5,006,304	4,834,202	3.6%	137,846	1,968,290	1,728,216	13.9%

December Checkouts



December Visitors



Location Closure Information - Last 12 Months

Location	Start Date	End Date	Duration	Notes	Location	Start Date	End Date	Duration	Notes
Bonney Lake	1/16/2024	1/17/2024	2 days	Water issue					
Fife	1/16/2024	1/16/2024	1 day	Water issue					
Buckley	5/8/2024	5/9/2024	2 days	Water issue					
Steilacoom	8/28/2024	8/28/2024	1 day	No electricity					
Buckley	11/20/2024	11/20/2024	1 day	No electricity					

Visitors: December 2024 counts are included in the Last 12 Mo. count for the branch locations.

Checkouts: Statistics for the Administrative Center come from the staff holds pickup area.

MEMO



Date: January 1, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director and Mary Stimson, Finance Director

Subject: Financial Reporting Updates

Previously, we discussed upcoming changes to our financial reports and the information provided to the Board on a monthly and quarterly basis. In this meeting, we have presented the current monthly financial reports, which are twenty-five pages in length, as a comparison to our proposed revised reports.

The proposed monthly financial reports, beginning on page 61 of the packet, have been streamlined to five concise pages. These include a Finance Director Financial Report that highlights key financial payments, focuses on current financial trends, and outlines both ongoing and upcoming budget activities for the Library and the Board. Additionally, we propose consolidating BARS categories to present a high-level monthly overview of revenues and expenditures by fund.

For the proposed quarterly financial reports, we would continue providing the Finance Director Financial Report while also incorporating the dashboard on page 66 and the detailed year-to-date (YTD) budget reports. The quarterly dashboard visually represents our cash and investments by fund and provides a snapshot of revenues and expenses for each fund. The quarterly review would also allow us to examine financial trends in greater detail and address any areas requiring further monitoring. Additionally, we will continue to provide Year-End Close Reports as we prepare to close the books.

We welcome your feedback on these proposed changes.

Monthly Financial Reports

December 31, 2024

Prepared By: Mary Stimson, Finance Director

All bold notes refer to current month activity or updates to prior months

General Fund

December

- **546000. Includes payment to Hub International for insurance renewal**
- **535025. Includes payment to Dell Marketing for laptops**
- **548010. Includes payment to Hermanson Company LLP for HVAC maintenance**
- **548110. Includes payment to Tri-Tec Communications for annual renewal**

November

- 535055. Includes payment to OETC for yearly Microsoft licenses.
- 535050. Includes payment to Envisionware Inc. for yearly Envisionware subscription
- 548000. Includes payment to Hermanson Company LLP for HVAC repairs
- Transferred \$2.05M from General Fund to the Capital Improvement Fund per the approved resolution in the November 2024 board packet

October

- 541000. Includes payment to Nash Consulting for training and development
- 548010. Includes payment to ATS Automation Inc. for yearly contract
- 548000. Includes payment to Northwest Preferred Roofing for Buckley gutter replacement

September

- 548000. Includes payment to ATS Automation Inc. for software upgrade
- 535015. Includes payment to Catalyst for replacement tables and office furniture
- 591720. Includes payment to Beta-Lakewood LLC for 2nd half 2024 property taxes

August

- 545030. Includes semi-annual 2024 assessment for University Place Library
- 548010. Includes payment to Hermanson for renewal of HVAC annual service contract Q3

July

- 534305. Includes payment to Cengage Learning for 2024-2025 to renew new database subscription
- 591721. Includes payment to ServiceNow for user subscription for IT/FAC work order system

CURRENT MONTHLY

- 541000. Includes payment to Peer Washington for outreach and support for Parkland/Spanaway branch

June

- 535025. Includes payment to Dell for staff laptop replacements
- 535050. Includes payment to Rival for 2024-2025 renewal of recruiting software
- 535055. Includes payment to Right Systems for renewal of Sophos software

May

- 535050. Annual renewal of contract for Polaris system with Innovative Interfaces, year 2 of 4
- 548010. Includes payment to Hermanson for renewal of HVAC annual service contract Q2
- 535055. Includes payment to Xilogix for 2024 SonicWall Renewal

April

- 549030. Includes payment to Pierce County for fees on owned properties and 1st half property taxes on some leased properties
- 548000. Includes payment to Hermanson for HVAC repairs
- 541020. Includes payment to Teks Services Inc for public survey

March

- 548010. Includes payment to Hermanson for renewal of HVAC annual service contract Q1
- 541020. Includes payment to National Business Research INS for Employee Survey
- 535050. Includes payment to Tyler Technologies INC for 2024 Munis Support Renewal

February

- 548000. Includes HVAC repairs
- 545030. Includes semi-annual 2024 assessment for University Place Library
- 541020. Includes payment to National Business Research INS for Employee Survey

January

- 549020. Includes annual assessment and membership fees to AWC
- 534305. Includes Mango Languages Database

Capital Improvement Projects Fund

December

- **541060. Includes payment to EHS-International Inc for Buckley well insulation and sampling**
- **541020. Includes payment to Gensler for strategy services for capital plan**
- **541060. Includes payment to Johnston Architects for the Sumner Library design**
- **562100. Includes payment to Skycorp LTD Lakewood demo**
- **541000. Includes payment to Alcor for Service Now Project Implementation**

CURRENT MONTHLY

November

- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 562100. Includes payment to Skycorp LTD for Lakewood demo
- 541020. Includes payment to Gensler for strategy services for capital plan
- 562100. Includes payment to Westmark Construction Inc for door replacement

October

- 541060. Includes payment to BuildingWork LLC for architecture and consulting for iLWD
- 562800. Includes payment to Southwest Solutions Group INC for iLWD shelving
- 562020. Includes payment to Buckley Nursery Company for landscaping
- 541020. Includes payment to Gensler for strategy services for capital plan
- 541020. Includes payment to Teks Services Inc for iLWD opening mailer

September

- 562100. Includes payment to Skycorp LTD for LWD demo
- 562100. Includes payment to A1 Landscaping for iLWD
- 562100. Includes payment to Westmark Construction Inc for door replacement
- 562800. Includes payment to Workpointe for iLWD public furniture
- 562020. Includes payment to Buckley Nursery Company for landscaping
- 541060. Includes payment to Johnston Architects for the Sumner Library design

August

- 562100. Includes payment to A1 Landscaping for iLWD
- 541060. Includes payment to SWL Architects for Facilities Condition Assessment
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library
- 541020. Includes payment for SPARK! Campaign Lakewood

July

- 562100. Includes payment to Westmark Construction Inc for door replacement
- 541060. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 541060. Includes payment to SWL Architects for Facilities Condition Assessment
- 541060. Includes payment to EHS-International Inc for Buckley well insulation

June

- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library

CURRENT MONTHLY

- 562020. Includes payment to Lakewood Water District for water permits and connections
- 562100. Includes payment to Rivers Edge Environmental Service for work on the Buckley UST landscape remediation
- 541060. Includes payment to NV5 for engineering services for Sumner ground monitoring
- 562100. Includes payment to Westmark Construction Inc for door replacement
- 564100. Includes payment to RWC International for two box truck vehicles

May

- 541060. Includes payment to SWL Architects for Facilities Condition Assessment
- 541020. Includes payment to Coraggio Group LLC for Strategic Plan consulting services
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 562100. Includes payment to A-1 Landscaping and Construction for Interim Lakewood Library
- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library

April

- 562100. Includes payment to A-1 Landscaping and Construction for Interim Lakewood Library
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 541060. Includes payment to SWL Architects for Facilities Condition Assessment

March

- 562100. Includes payment to A-1 Landscaping and Construction for Interim Lakewood Library
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 541060. Includes payment to SWL Architects for Facilities Condition Assessment
- 541060. Includes payment to EHS-International Inc for A/E Services for Buckley
- 541020. Includes payment to Coraggio Group LLC for Strategic Plan consulting services

February

- 562000. Includes payment to Modern Building Systems towards contracted work for the Lakewood Interim Library
- 562100. Includes payment to Rivers Edge Environmental Service for work on the Buckley UST landscape remediation
- 541060. Includes payment to PBS Engineering & Environmental INC for hazardous materials handling at LWD Building

January

- 541060. Includes payment to EHS-International Inc for A/E Services for Buckley
- 548000. Includes door replacements for 5 locations
- 541020. Includes payment for SPARK! Campaign Lakewood

CURRENT MONTHLY

Special Purpose Fund

January–December

- No activity

Election Fund

January–December

- No significant activity other than receipt of investment earnings

Property & Facility Fund

January–December

- No significant activity other than receipt of investment earnings

Levy Sustainability Fund

January–December

- No significant activity other than receipt of investment earnings

Debt Service Fund

January–December

- No significant activity other than receipt of investment earning

CURRENT MONTHLY

US BANK Clearing Distributions

2024 is fully reconciled, as per below.

2024	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
January	130,435.60	130,435.60	-	-
February	284,519.07	282,092.02	2,427.05	-
March	375,320.40	375,320.40	-	-
April	395,076.95	382,783.42	12,293.53	-
May	348,358.39	344,731.39	3,627.00	-
June	235,270.72	228,167.57	7,103.15	-
July	257,592.08	253,965.08	3,627.00	-
August	329,102.21	322,933.53	6,168.68	-
September	344,753.64	344,753.64	-	-
October	432,313.04	416,307.32	16,005.72	-
November	374,565.35	372,606.57	1,958.78	-
December	202,045.25	201,965.25	80.00	-
	\$ 3,709,352.70	\$ 3,656,061.79	\$ 53,290.91	\$ -

2023 is fully reconciled, as per below.

2023	Original Payment	General Fund Posting	Capital Fund Posting	Outstanding
January	178,192.66	176,350.96	1,841.70	-
February	282,842.67	282,842.67	-	-
March	241,052.34	240,864.09	188.25	-
April	413,814.03	411,197.90	2,616.13	-
May	463,296.98	463,296.98	-	-
June	178,888.74	178,684.74	204.00	-
July	289,722.05	285,531.05	4,191.00	-
August	286,170.87	279,774.27	6,396.60	-
September	321,133.87	319,806.85	1,327.02	-
October	317,122.91	316,918.91	204.00	-
November	443,342.43	344,804.14	98,538.29	-
December	337,890.29	335,983.97	1,906.32	-
	\$ 3,753,469.84	\$ 3,636,056.53	\$ 117,413.31	\$ -

US Bank payments and postings are fully reconciled to the cent.

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF FINANCIAL POSITION
December 31, 2024

	GENERAL FUND	SPECIAL PURPOSE FUND	LEVY SUSTAINABILITY FUND	ELECTION FUND	PROPERTY AND FACILITY FUND	DEBT SERVICE FUND	CAPITAL IMPROVEMENT PROJECTS FUND	TOTAL ALL FUNDS
ASSETS								
Current Assets								
Cash	\$ 1,249,890	\$ -	\$ 100	\$ 100	\$ 100	\$ 100	\$ 551,082	\$ 1,801,372
Investments	\$ 13,083,008	\$ -	\$ 17,707,157	\$ 1,245,063	\$ 1,199,092	\$ 99,295	\$ 1,536,826	\$ 34,870,440
Other Receivables	\$ (480)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (480)
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Assets	\$ 14,332,417	\$ -	\$ 17,707,257	\$ 1,245,163	\$ 1,199,192	\$ 99,395	\$ 2,087,908	\$ 36,671,332
TOTAL ASSETS	\$ 14,332,417	\$ -	\$ 17,707,257	\$ 1,245,163	\$ 1,199,192	\$ 99,395	\$ 2,087,908	\$ 36,671,332
LIABILITIES								
Current Liabilities								
Warrants Payable*	\$ 752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 752
Retainage Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,545	\$ 45,545
Sales Tax Payable*	\$ 2,414	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,414
Payroll Payable	\$ 269,498	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 269,498
US Bank Payable*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 272,663	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,545	\$ 318,209
TOTAL LIABILITIES	\$ 272,663	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,545	\$ 318,209
FUND BALANCE								
Reserve for Encumbrances	\$ 167,218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,133,031	\$ 2,300,249
Levy Sustainability	\$ -	\$ -	\$ 16,804,844	\$ -	\$ -	\$ -	\$ -	\$ 16,804,844
Election Set-Aside	\$ -	\$ -	\$ -	\$ 1,181,710	\$ -	\$ -	\$ -	\$ 1,181,710
Land/Property/Facility Set-Aside	\$ -	\$ -	\$ -	\$ -	\$ 1,138,082	\$ -	\$ -	\$ 1,138,082
Unreserved Fund Balance	\$ 13,892,536	\$ -	\$ 902,413	\$ 63,452	\$ 61,110	\$ 99,395	\$ (90,669)	\$ 14,928,238
TOTAL FUND BALANCE	\$ 14,059,754	\$ -	\$ 17,707,257	\$ 1,245,163	\$ 1,199,192	\$ 99,395	\$ 2,042,362	\$ 36,353,123
TOTAL LIABILITIES & FUND BALANCE	\$ 14,332,417	\$ -	\$ 17,707,257	\$ 1,245,163	\$ 1,199,192	\$ 99,395	\$ 2,087,908	\$ 36,671,332
BEGINNING FUND BALANCE, 01/01/2024								
YTD Revenue	\$ 46,852,589	\$ -	\$ 902,413	\$ 63,452	\$ 61,110	\$ 4,816	\$ 2,344,705	\$ 50,229,086
Transfers In/(Out)	\$ (2,050,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,050,000	\$ -
YTD Expenditures	\$ (41,312,572)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (13,017,402)	\$ (54,329,975)
ENDING FUND BALANCE, 12/31/24	\$ 14,059,754	\$ -	\$ 17,707,257	\$ 1,245,163	\$ 1,199,192	\$ 99,395	\$ 2,042,362	\$ 36,353,123
TAXES RECEIVABLE	\$ 880,077	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880,077

PIERCE COUNTY LIBRARY SYSTEM
COMPARATIVE STATEMENT OF FINANCIAL POSITION
General Fund as of December 31, 2024

	HISTORICAL 12/31/2023	HISTORICAL 1/31/2024	HISTORICAL 2/29/2024	HISTORICAL 3/31/2024	HISTORICAL 4/30/2024	HISTORICAL 5/31/2024	HISTORICAL 6/30/2024	HISTORICAL 7/31/2024	HISTORICAL 8/31/2024	HISTORICAL 9/30/2024	HISTORICAL 10/31/2024	HISTORICAL 11/30/2024	CURRENT 12/31/2024
ASSETS													
Current Assets													
Cash	\$ 371,860	\$ 926,722	\$ 1,456,808	\$ 2,229,055	\$ 19,008,384	\$ 3,952,303	\$ 905,359	\$ 918,236	\$ 950,386	\$ 1,253,282	\$ 17,944,754	\$ 4,113,854	\$ 1,249,890
Investments	\$ 11,001,288	\$ 7,090,000	\$ 4,113,351	\$ 1,941,018	\$ 233,030	\$ 15,099,251	\$ 15,220,071	\$ 12,179,543	\$ 8,877,031	\$ 6,008,160	\$ 2,825,786	\$ 13,718,084	\$ 13,083,008
Accrued Interest on Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Receivables	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)	\$ (480)
Total Current Assets	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 9,826,936	\$ 7,260,961	\$ 20,770,059	\$ 17,831,457	\$ 14,332,417
TOTAL ASSETS	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 9,826,936	\$ 7,260,961	\$ 20,770,059	\$ 17,831,457	\$ 14,332,417
LIABILITIES													
Current Liabilities													
Warrants Payable	\$ 245,962	\$ 1,852	\$ 1,429	\$ 752	\$ 752	\$ 752	\$ 121,559	\$ 1,536	\$ 752	\$ 752	\$ 2,576	\$ 4,946	\$ 752
Sales Tax Payable	\$ 5,311	\$ (173)	\$ (176)	\$ 568	\$ 205	\$ 1,720	\$ 77	\$ 822	\$ 1,153	\$ 1,563	\$ 2,915	\$ (396)	\$ 2,414
Payroll Payable	\$ 1,610	\$ 168,188	\$ 213,883	\$ 253,640	\$ 166,842	\$ 213,863	\$ 259,707	\$ 169,198	\$ 215,394	\$ 256,524	\$ 172,053	\$ 216,924	\$ 269,498
US Bank	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Current Liabilities	\$ 252,884	\$ 169,867	\$ 215,136	\$ 254,960	\$ 167,798	\$ 216,335	\$ 381,344	\$ 171,555	\$ 217,298	\$ 258,838	\$ 177,544	\$ 221,474	\$ 272,663
TOTAL LIABILITIES	\$ 252,884	\$ 169,867	\$ 215,136	\$ 254,960	\$ 167,798	\$ 216,335	\$ 381,344	\$ 171,555	\$ 217,298	\$ 258,838	\$ 177,544	\$ 221,474	\$ 272,663
FUND BALANCE													
Reserve for Encumbrance Transfer	\$ 126,543	\$ 1,237,779	\$ 1,197,415	\$ 1,246,103	\$ 1,301,177	\$ 1,050,226	\$ 935,607	\$ 976,967	\$ 950,164	\$ 841,171	\$ 1,078,377	\$ 1,049,809	\$ 167,218
Unreserved Fund Balance	\$ 10,993,241	\$ 6,608,596	\$ 4,157,126	\$ 2,668,530	\$ 17,771,959	\$ 17,784,512	\$ 14,807,999	\$ 11,948,775	\$ 8,659,474	\$ 6,160,952	\$ 19,514,138	\$ 14,510,174	\$ 13,892,536
TOTAL FUND BALANCE	\$ 11,119,784	\$ 7,846,375	\$ 5,354,541	\$ 3,914,633	\$ 19,073,135	\$ 18,834,739	\$ 15,743,606	\$ 12,925,742	\$ 9,609,638	\$ 7,002,124	\$ 20,592,515	\$ 17,609,983	\$ 14,059,754
TOTAL LIABILITIES & FUND BALANCE	\$ 11,372,668	\$ 8,016,242	\$ 5,569,678	\$ 4,169,593	\$ 19,240,934	\$ 19,051,074	\$ 16,124,949	\$ 13,097,298	\$ 9,826,936	\$ 7,260,961	\$ 20,770,059	\$ 17,831,457	\$ 14,332,417
PROPERTY TAXES RECEIVABLE	\$ 840,230	\$ 46,224,172	\$ 45,408,418	\$ 43,546,715	\$ 24,946,270	\$ 21,793,037	\$ 21,587,868	\$ 21,413,046	\$ 21,185,249	\$ 20,618,196	\$ 3,757,826	\$ 1,108,813	\$ 880,077

CURRENT MONTHLY

PIERCE COUNTY LIBRARY SYSTEM
STATEMENT OF REVENUE & EXPENDITURES
For the Period Ending December 31, 2024



GENERAL FUND - 001	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Property Tax & Related Income	\$ 45,586,600	\$ 45,563,080	\$ -	\$ 23,520	100%
Other Revenue	\$ 1,258,000	\$ 1,289,510	\$ -	\$ (31,510)	103%
TOTAL REVENUE	\$ 46,844,600	\$ 46,852,589	\$ -	\$ (7,989)	100%
EXPENDITURES					
Personnel/Taxes and Benefits	\$ 31,787,000	\$ 30,072,008	\$ -	\$ 1,714,992	95%
Materials	\$ 4,501,000	\$ 4,211,372	\$ -	\$ 289,628	94%
Maintenance and Operations	\$ 7,647,375	\$ 6,359,315	\$ 166,290	\$ 1,121,770	85%
Transfers Out & Reserves	\$ 2,909,225	\$ 2,719,878	\$ -	\$ 189,347	93%
TOTAL EXPENDITURES	\$ 46,844,600	\$ 43,362,572	\$ 166,290	\$ 3,315,738	93%
Excess/(Deficit)		\$ 3,490,017			
Additional Transfers Out		-			
NET EXCESS (DEFICIT)		\$ 3,490,017			

SPECIAL PURPOSE FUND - 101	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ -	\$ -	\$ -	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	-
EXPENDITURES					
Special Purpose Programs & Projects	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ -			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ -			

CAPITAL IMPROVEMENT PROJECTS FUND - 301	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ 9,576,800	\$ -	\$ -	\$ 9,576,800	0%
Transfers In	\$ 2,050,000	\$ 2,050,000	\$ -	\$ -	100%
Other Revenue	\$ -	\$ 294,705	\$ -	\$ (294,705)	-
TOTAL REVENUE	\$ 11,626,800	\$ 2,344,705	\$ -	\$ 9,282,095	20%
EXPENDITURES					
Capital Improvement Projects	\$ 11,626,800	\$ 10,967,402	\$ 2,133,031	\$ (1,473,634)	113%
TOTAL EXPENDITURES	\$ 11,626,800	\$ 10,967,402	\$ 2,133,031	\$ (1,473,634)	113%
Excess/(Deficit)		\$ (8,622,697)			
Additional Transfers In		-			
NET EXCESS (DEFICIT)		\$ (8,622,697)			

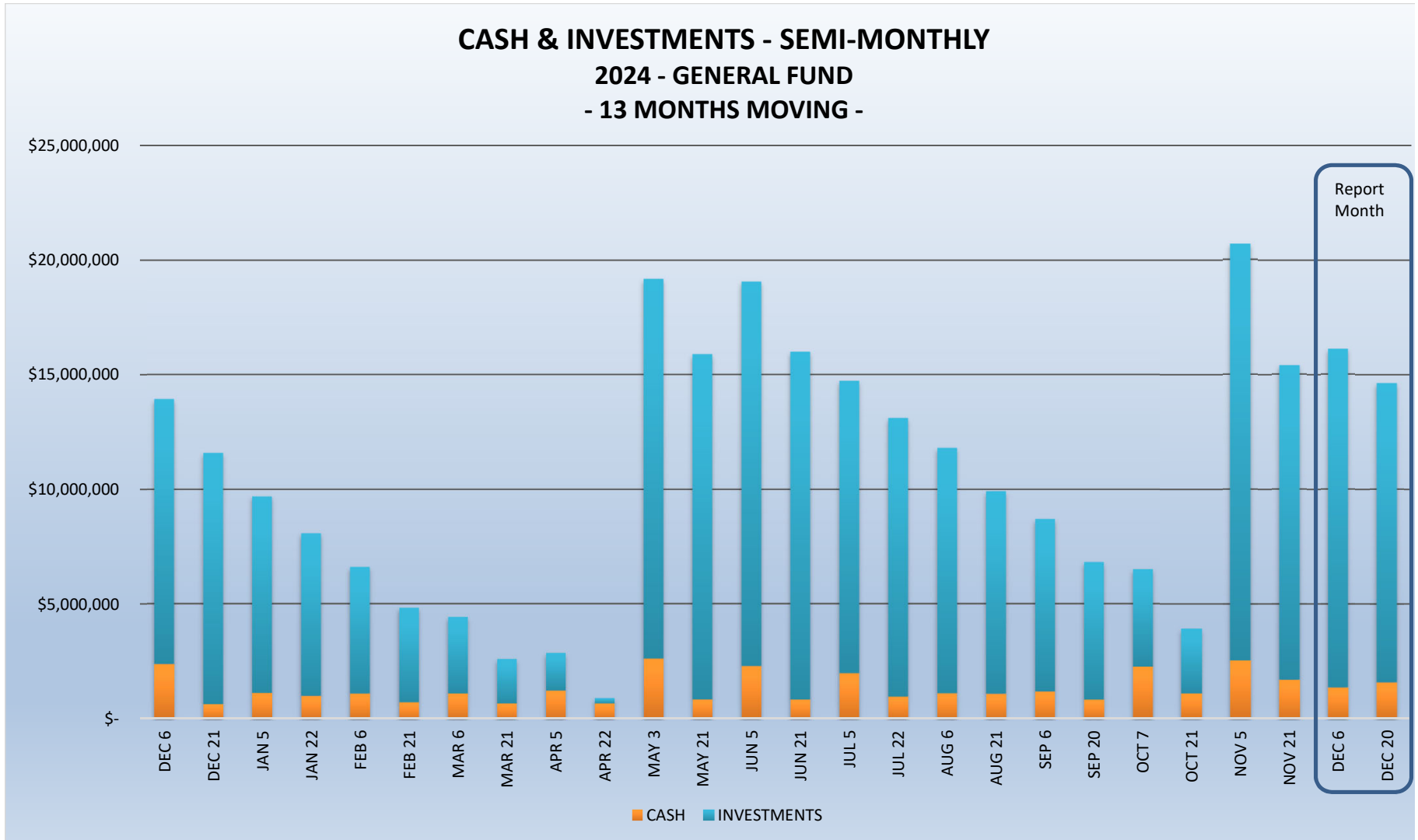
LEVY SUSTAINABILITY FUND - 102	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 902,413	\$ -	\$ (902,413)	-
TOTAL REVENUE	\$ -	\$ 902,413	\$ -	\$ (902,413)	-
EXPENDITURES					
Levy Sustainability Transfers	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 902,413			
Use of Fund Balance		\$ -			
NET EXCESS (DEFICIT)		\$ 902,413			

DEBT SERVICE FUND - 201	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Investment Income	\$ -	\$ 4,816	\$ -	\$ (4,816)	-
TOTAL REVENUE	\$ -	\$ 4,816	\$ -	\$ (4,816)	-
EXPENDITURES					
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
NET EXCESS (DEFICIT)		\$ -			

ELECTION FUND - 103	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 63,452	\$ -	\$ (63,452)	-
TOTAL REVENUE	\$ -	\$ 63,452	\$ -	\$ (63,452)	-
EXPENDITURES					
Election Costs	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 63,452			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 63,452			

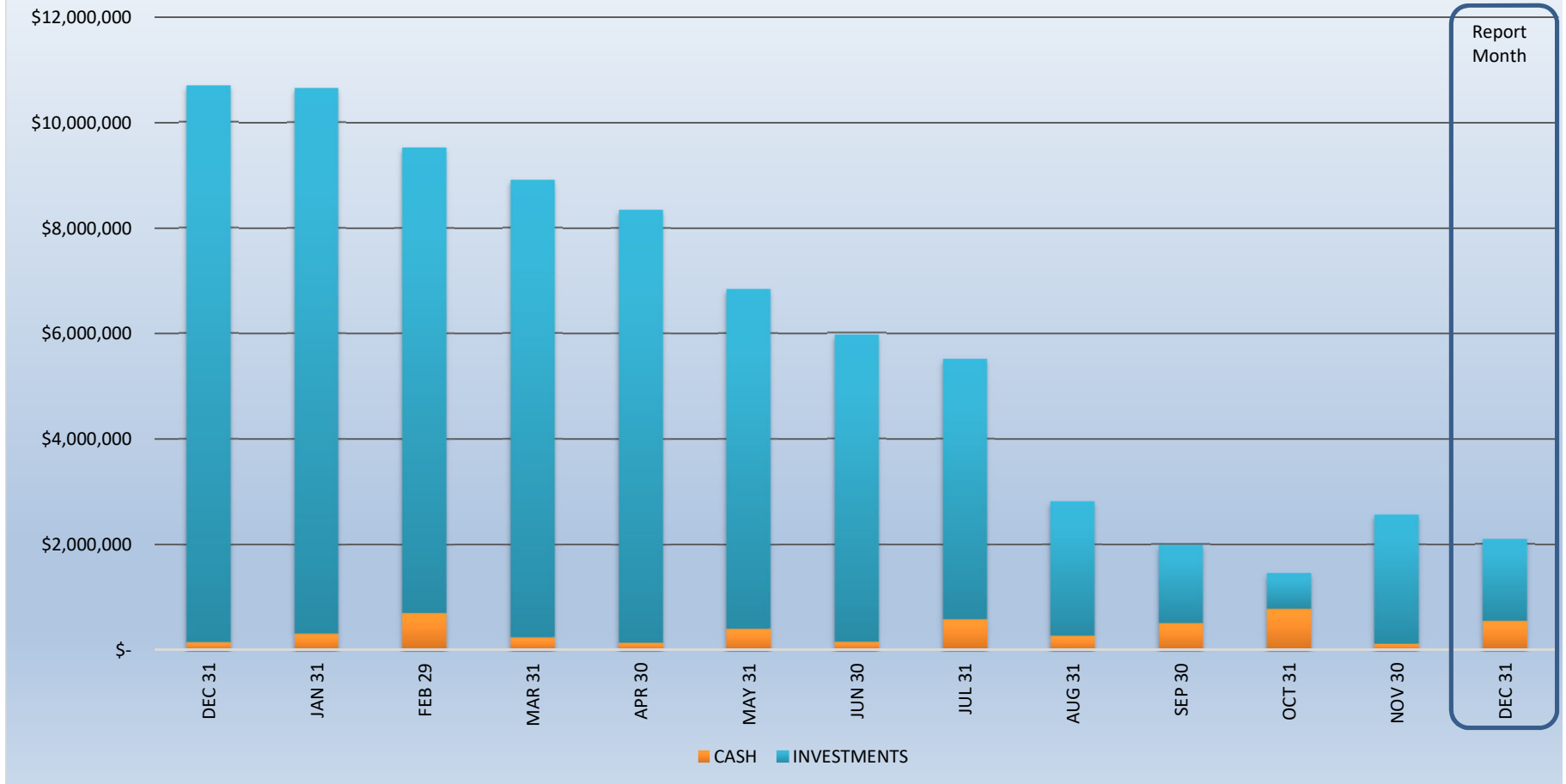
PROPERTY AND FACILITY FUND - 104	2024 BUDGET	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	% OF BUDGET
REVENUE					
Use of Fund Balance	\$ -	\$ -	\$ -	\$ -	-
Transfers In	\$ -	\$ -	\$ -	\$ -	-
Investment Income	\$ -	\$ 61,110	\$ -	\$ (61,110)	-
TOTAL REVENUE	\$ -	\$ 61,110	\$ -	\$ (61,110)	-
EXPENDITURES					
Property and Facilities	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -	-
Excess/(Deficit)		\$ 61,110			
Additional Transfers Out		\$ -			
NET EXCESS (DEFICIT)		\$ 61,110			

CASH & INVESTMENTS - SEMI-MONTHLY
2024 - GENERAL FUND
- 13 MONTHS MOVING -

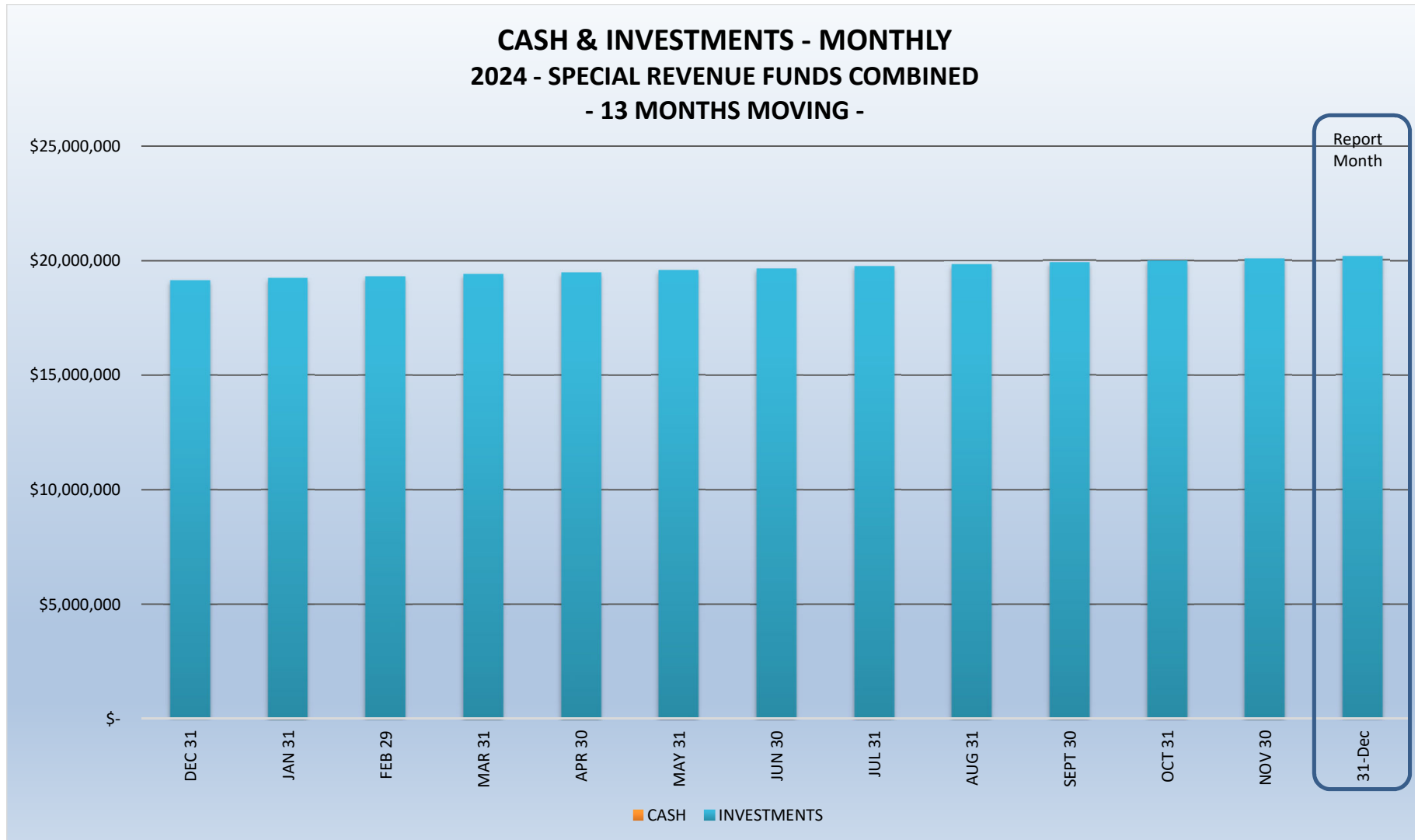


CURRENT MONTHLY

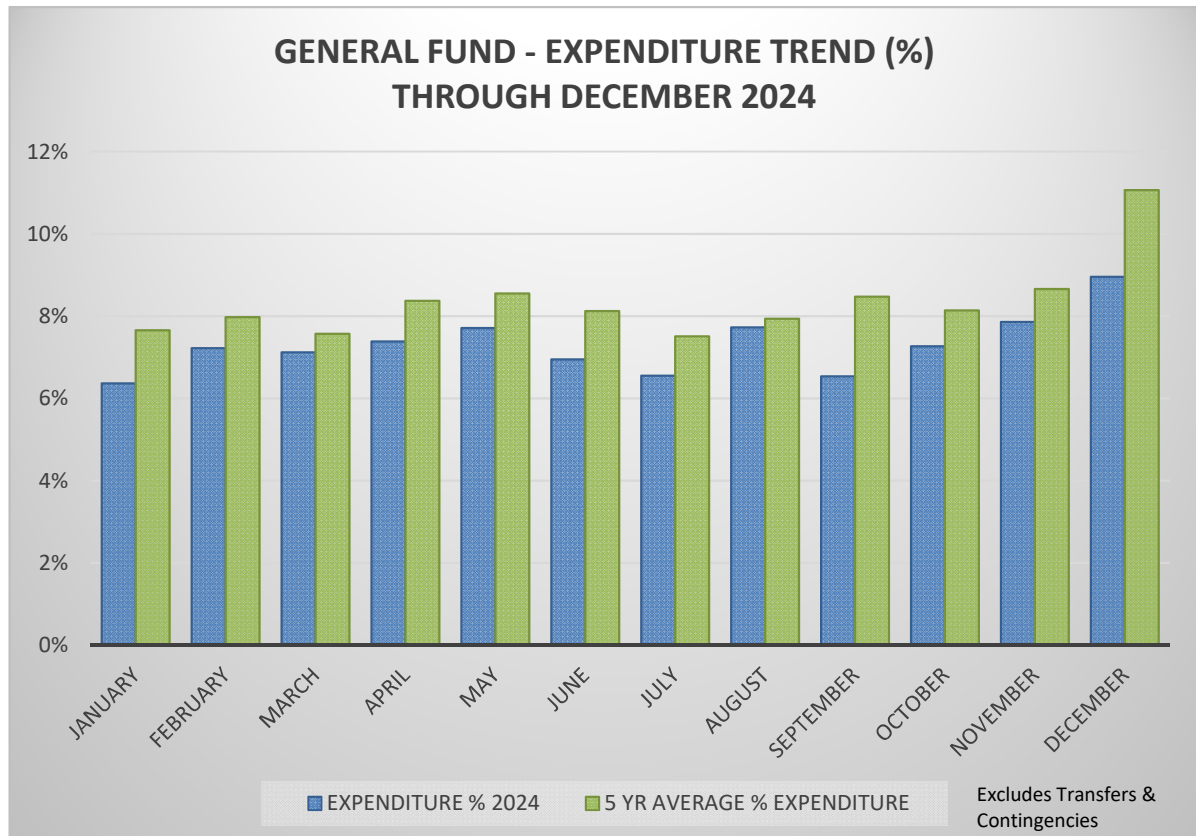
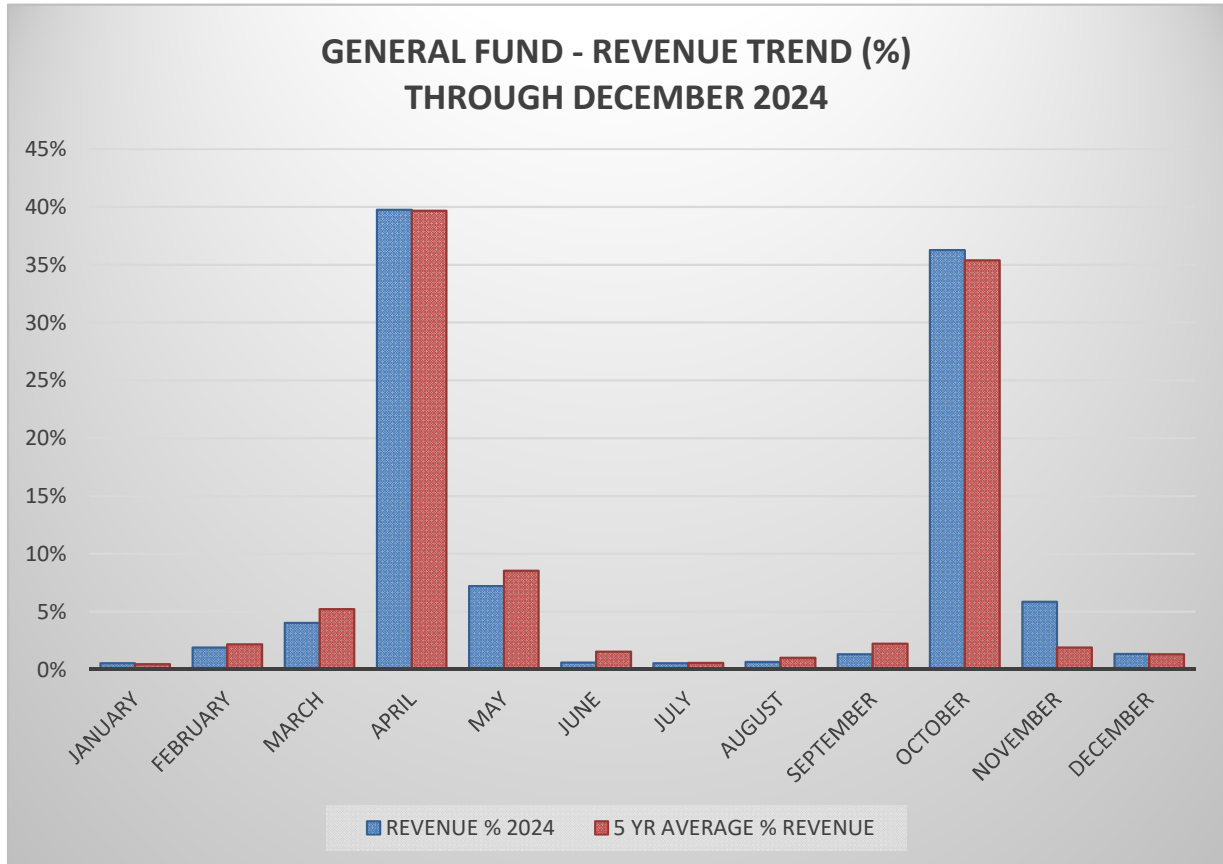
CASH & INVESTMENTS - MONTHLY 2024 - CAPITAL IMPROVEMENT FUND - 13 MONTHS MOVING -



CURRENT MONTHLY



CURRENT MONTHLY



YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01 TAXES							
311110 PROPERTY TAX--CURRENT	-44,906,100	-44,906,100	-44,794,600.16	-208,071.53	.00	-111,499.84	99.8%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-523,791.68	-16,562.99	.00	-7,108.32	98.7%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-168,870.35	-1,801.38	.00	108,270.35	278.7%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-56.36	.00	.00	-5,943.64	.9%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-25,883.63	.00	.00	5,883.63	129.4%
317400 TIMBER EXCISE TAX	-63,000	-63,000	-49,877.36	.00	.00	-13,122.64	79.2%
TOTAL TAXES	-45,586,600	-45,586,600	-45,563,079.54	-226,435.90	.00	-23,520.46	99.9%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	-15,000	-15,000	-2,605.43	.00	.00	-12,394.57	17.4%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-3,628.46	-3,280.10	.00	-371.54	90.7%
347200 LIBRARY SERVICES FEES--ILL	0	0	-43.23	.00	.00	43.23	100.0%
347902 PRINTER FEES	0	0	-36,121.99	-3,349.73	.00	36,121.99	100.0%
359000 LIBRARY FINES	0	0	-852.90	-38.05	.00	852.90	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-481,719.43	-54,359.70	.00	29,719.43	106.6%
361430 INTEREST INCOME--CONTRACTS &	0	0	-93.85	.00	.00	93.85	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-3,117.53	.00	.00	2,117.53	311.8%
367010 DONOR PROCEEDS--FOUNDATION	-325,000	-325,000	-335,823.99	-335,823.99	.00	10,823.99	103.3%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-36,410.55	-5,952.83	.00	36,410.55	100.0%
367400 GRANTS--NONGOVERNMENTAL	0	0	-500.00	-500.00	.00	500.00	100.0%
367999 OPPORTUNITY DONATIONS	-160,000	-160,000	.00	.00	.00	-160,000.00	.0%
369100 SALE OF SURPLUS--GENERAL	-2,000	-2,000	-24,361.04	-28.59	.00	22,361.04	1218.1%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-28,761.92	-1,106.47	.00	24,761.92	719.0%
369200 FOUND MONEY	0	0	-697.89	-10.02	.00	697.89	100.0%
369910 MISCELLANEOUS OTHER	0	0	-20,488.95	.00	.00	20,488.95	100.0%
369911 PAYMENT FOR LOST MATERIALS	-20,000	-20,000	-27,717.55	-1,740.78	.00	7,717.55	138.6%
369912 JURY DUTY REIMBURSEMENT	0	0	-370.00	.00	.00	370.00	100.0%
369913 ERATE REIMBURSEMENT	-200,000	-200,000	-211,426.11	.00	.00	11,426.11	105.7%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-74,768.76	.00	.00	-231.24	99.7%
TOTAL CHARGES OTHER	-1,258,000	-1,258,000	-1,289,509.58	-406,190.26	.00	31,509.58	102.5%
03 SALARIES AND WAGES							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511000 SALARIES AND WAGES	24,630,000	24,630,000	22,711,812.23	1,870,021.35	.00	1,918,187.77	92.2%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	9,575.66	1,088.75	.00	22,424.34	29.9%
511007 SHIFT DIFFERENTIAL	134,000	134,000	126,827.23	12,609.20	.00	7,172.77	94.6%
511009 TUITION ASSISTANCE	12,000	12,000	8,907.00	.00	.00	3,093.00	74.2%
512000 OVERTIME WAGES	67,000	67,000	43,772.34	3,408.39	.00	23,227.66	65.3%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-1,127,000	-1,127,000	.00	.00	.00	-1,127,000.00	.0%
TOTAL SALARIES AND WAGES	23,898,000	23,898,000	22,900,894.46	1,887,127.69	.00	997,105.54	95.8%
04 PERSONNEL BENEFITS							
520010 FICA	1,895,000	1,895,000	1,695,266.90	137,180.27	.00	199,733.10	89.5%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	2,817,705.79	242,981.51	.00	486,294.21	85.3%
520021 DENTAL INSURANCE	259,000	259,000	224,050.06	19,184.74	.00	34,949.94	86.5%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	96,662.97	8,159.17	.00	6,337.03	93.8%
520023 INDUSTRIAL INSURANCE	151,000	151,000	149,538.17	11,675.40	.00	1,461.83	99.0%
520030 RETIREMENT	2,378,000	2,378,000	2,096,024.35	169,542.98	.00	281,975.65	88.1%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	33,299.46	.00	.00	1,700.54	95.1%
520041 PAID FML INSURANCE	58,000	58,000	48,006.71	3,811.62	.00	9,993.29	82.8%
520091 OTHER BENEFIT	75,000	75,000	10,558.85	1,215.90	.00	64,441.15	14.1%
529999 ADJ BENEFITS TO MATCH PLAN	-369,000	-369,000	.00	.00	.00	-369,000.00	.0%
TOTAL PERSONNEL BENEFITS	7,889,000	7,889,000	7,171,113.26	593,751.59	.00	717,886.74	90.9%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	91,300	92,714	75,260.44	5,596.25	.00	17,453.90	81.2%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	122,313	123,269.25	34,725.26	10,836.97	-11,793.70	109.6%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	104,327	81,323.65	6,050.00	.00	23,003.78	78.0%
531010 CUSTODIAL SUPPLIES	130,000	122,000	110,437.57	9,677.68	.00	11,562.43	90.5%
531020 MAINTENANCE SUPPLIES	46,000	43,600	38,679.69	1,993.34	.00	4,920.31	88.7%
531030 MATERIAL PROCESSING SUP	16,100	19,600	22,427.14	1,909.02	.00	-2,827.14	114.4%
531040 TRAINING SUPPLIES	3,000	3,028	788.74	-149.98	.00	2,239.26	26.0%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	178,596.62	8,243.31	.00	-23,296.62	115.0%
532000 FUEL	47,000	41,000	38,400.07	2,374.66	.00	2,599.93	93.7%
535000 MINOR EQUIPMENT	11,000	10,916	12,413.82	5,935.30	.00	-1,497.73	113.7%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	43,695.08	6,304.92	87.4%
535015 FURNISHINGS--STAFF	54,500	50,000	31,517.62	6,010.40	17,818.24	664.14	98.7%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	22,500	22,478.17	11,581.47	.00	21.83	99.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535025 TECHNOLOGY HARDWARE--STAFF	206,000	165,271	161,766.60	64,388.70	.00	3,504.30	97.9%
535030 TECHNOLOGY HARDWARE--GENERAL	36,000	31,028	30,256.40	1,304.69	.00	771.24	97.5%
535050 SOFTWARE/LICENSES/HOST--APPS	555,200	346,640	523,684.56	57,539.49	.00	-177,044.60	151.1%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	322,000	322,162.49	65,561.34	.00	-162.49	100.1%
TOTAL SUPPLIES EXPENSES	2,243,800	1,702,237	1,773,462.83	282,740.93	72,350.29	-143,576.24	108.4%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	182	101.45	.00	.00	80.72	55.7%
534005 ADULT AV - CDS	30,000	30,500	27,994.41	3,639.31	.00	2,505.59	91.8%
534010 ADULT AV - DVD	330,000	298,000	259,338.66	46,178.81	.00	38,661.34	87.0%
534015 ADULT AV - DVDNF	21,000	21,000	20,892.88	1,035.04	.00	107.12	99.5%
534020 ADULT AV AUDIOBOOKS	25,000	13,500	12,207.99	1,169.13	.00	1,292.01	90.4%
534105 ADULT BOOK CLUB KITS	3,500	4,000	3,560.01	1,237.73	.00	439.99	89.0%
534110 ADULT FICTION	270,000	300,500	277,433.28	17,392.44	.00	23,066.72	92.3%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	13,569.82	332.08	.00	1,430.18	90.5%
534120 ADULT LARGE PRINT	50,000	40,000	35,928.22	3,300.25	.00	4,071.78	89.8%
534125 ADULT LUCKY DAY	55,000	80,000	62,866.41	7,326.21	.00	17,133.59	78.6%
534130 ADULT NONFICTION	300,000	312,000	279,781.48	14,932.66	.00	32,218.52	89.7%
534145 ADULT REFERENCE	5,000	5,000	1,989.12	.00	.00	3,010.88	39.8%
534150 ADULT YA FICTION	55,000	52,000	32,135.00	3,872.78	.00	19,865.00	61.8%
534155 ADULT YA GRAPHIC NOVELS	25,000	30,000	26,492.97	760.33	.00	3,507.03	88.3%
534160 ADULT YA NONFICTION	12,500	15,500	12,741.61	135.73	.00	2,758.39	82.2%
534205 CHILDREN'S BOOK CLUB KITS	3,500	118	17.83	.00	.00	100.00	15.1%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	5,306.57	366.67	.00	693.43	88.4%
534220 CHILDREN'S FICTION	225,000	285,000	253,047.51	31,715.03	.00	31,952.49	88.8%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	58,000	52,336.83	2,400.56	.00	5,663.17	90.2%
534230 CHILDREN'S NONFICTION	135,000	132,000	105,665.61	3,544.92	.00	26,334.39	80.0%
534235 CHILDREN'S SCIENCE TO GO	4,000	12,700	8,617.65	220.44	.00	4,082.35	67.9%
534237 CHILDREN'S STANDING ORDERS	32,500	35,000	28,749.10	1,195.76	.00	6,250.90	82.1%
534240 CHILDREN'S STORYTIME	3,000	3,000	2,590.82	488.10	.00	409.18	86.4%
534305 DATABASES	524,500	546,800	537,867.00	10,960.44	.00	8,933.00	98.4%
534410 EBOOKS	875,000	857,000	856,729.33	52,985.89	.00	270.67	100.0%
534415 EDOWNLOADABLE AUDIO	775,000	778,000	767,060.71	62,513.87	.00	10,939.29	98.6%
534417 ONLINE BOOK CLUB KITS	3,500	0	.00	.00	.00	.00	.0%
534421 ESTREAMING FILMS	150,000	66,000	66,000.00	.00	.00	.00	100.0%
534425 EHOSTING FEES	17,000	17,000	13,200.00	.00	.00	3,800.00	77.6%
534430 EMAGAZINES	80,500	79,500	79,453.50	.00	.00	46.50	99.9%
534505 MAGAZINES	71,000	87,000	94,185.01	275.68	.00	-7,185.01	108.3%
534605 VENDOR PROCESSING	100,000	136,000	106,481.66	17,012.66	.00	29,518.34	78.3%
534645 VENDOR CATALOGING	10,000	10,000	4,140.18	326.00	.00	5,859.82	41.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534705 WORLD - ADULT SPANISH	9,000	9,000	7,755.89	475.20	.00	1,244.11	86.2%
534710 WORLD - CHILDREN'S SPANISH	14,000	14,000	13,042.61	808.07	.00	957.39	93.2%
534715 WORLD - CHINESE	10,000	10,000	9,578.02	3,170.88	.00	421.98	95.8%
534725 WORLD - GERMAN	7,500	7,500	6,980.17	1,572.23	.00	519.83	93.1%
534730 WORLD - JAPANESE	5,000	5,000	4,238.85	770.70	.00	761.15	84.8%
534735 WORLD - KOREAN	20,000	20,000	18,496.80	3,082.80	.00	1,503.20	92.5%
534740 WORLD - TAGALOG	15,000	15,000	14,777.65	5,562.26	.00	222.35	98.5%
534745 WORLD - VIETNAMESE	7,500	7,500	7,134.48	1,189.08	.00	365.52	95.1%
534750 WORLD - RUSSIAN	20,000	20,000	19,064.92	3,395.48	.00	935.08	95.3%
534755 WORLD - UKRAINE	0	4,000	3,960.30	3,960.30	.00	39.70	99.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	30,000	50,500	47,419.23	692.38	.00	3,080.77	93.9%
534810 YOUTH DVD - FTY	30,000	12,000	10,291.44	995.69	.00	1,708.56	85.8%
534815 YOUTH YA AUDIO BOOKS	0	200	148.60	.00	.00	51.40	74.3%
534900 COLLECTION PROJECTS	4,000	0	.00	.00	.00	.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	17,684.12	.00	.00	2,315.88	88.4%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	38,909.73	.00	.00	1,290.27	96.8%
TOTAL MATERIALS	4,564,700	4,561,200	4,267,965.43	310,993.59	.00	293,234.57	93.6%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	398,200	317,891	343,589.42	93,721.28	43,554.62	-69,253.54	121.8%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	52,210	51,209.76	2,175.00	.00	1,000.01	98.1%
541010 PERFORMER SERVICES	113,000	116,360	77,279.77	4,672.27	950.00	38,130.23	67.2%
541020 CONTRACTUAL SERVICES	480,000	492,437	407,501.85	115,046.93	17,756.77	67,177.92	86.4%
541040 LEGAL SERVICES	95,000	81,337	54,391.50	15,098.50	.00	26,945.00	66.9%
541050 DATA SERVICES	9,000	10,280	5,927.16	.00	.00	4,352.50	57.7%
541630 PRINTING AND BINDING	133,500	133,320	87,423.62	14,013.46	.00	45,896.38	65.6%
541650 ILL LOST ITEM CHARGE	3,000	3,000	1,024.74	54.43	.00	1,975.26	34.2%
542000 POSTAGE	72,300	59,681	59,688.31	10,026.04	.00	-7.45	100.0%
542001 SHIPPING	10,000	10,000	10,048.38	155.60	.00	-48.38	100.5%
542010 TELECOM SERVICES--PHONES	81,600	105,000	102,755.85	9,404.22	.00	2,244.15	97.9%
542011 TELECOM SERVICES--CELLPHONES	39,000	59,000	57,042.82	4,826.69	.00	1,957.18	96.7%
542012 TELECOM SERVICES--INTERNET	345,000	667,371	735,411.08	68,039.81	.00	-68,039.81	110.2%
543000 TOLLS/PARKING	102,900	91,352	69,011.29	1,924.36	.00	22,340.78	75.5%
543010 MILEAGE REIMBURSEMENTS	55,500	51,881	55,901.67	3,682.78	.00	-4,020.42	107.7%
544000 ADVERTISING	136,500	105,720	128,491.50	27,188.86	.00	-22,771.92	121.5%
545010 RENTALS/LEASES--BUILDINGS	0	0	8,920.00	5,560.00	.00	-8,920.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	0	625.81	.00	.00	-625.81	100.0%
545030 Rental/Lease CAM	480,500	480,500	453,002.95	114,276.60	.00	27,497.05	94.3%
546000 INSURANCE	300,000	300,000	348,796.39	341,594.39	.00	-48,796.39	116.3%
547000 ELECTRICITY	346,000	346,000	259,726.47	17,952.32	.00	86,273.53	75.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547010 NATURAL GAS	16,500	16,500	2,506.30	138.10	.00	13,993.70	15.2%
547020 WATER	41,000	41,000	52,804.15	8,115.81	.00	-11,804.15	128.8%
547030 SEWER	35,000	35,000	37,375.34	4,240.59	.00	-2,375.34	106.8%
547040 REFUSE	55,000	55,000	59,876.54	4,575.56	.00	-4,876.54	108.9%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	400,524	271,159.81	41,757.74	17,827.73	111,536.00	72.2%
548010 CONTRACTED MAINTENANCE	589,800	479,850	444,704.02	43,858.14	350.48	34,795.50	92.7%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	55,000	55,729.57	32.10	.00	-729.57	101.3%
548100 IT SYSTEMS MAINTENANCE--APPS	5,000	3,310	3,303.00	3,303.00	.00	7.00	99.8%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	68,713	68,713.41	68,713.41	.00	.00	100.0%
549010 INDIVIDUAL REGISTRATIONS	111,150	89,143	56,873.02	7,158.39	6,000.00	26,270.18	70.5%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	11,945	4,663.63	50.00	.00	7,281.37	39.0%
549020 DUES AND MEMBERSHIPS	60,400	57,117	53,245.74	965.00	7,500.00	-3,628.60	106.4%
549030 TAXES AND ASSESSMENTS	52,000	52,000	52,479.67	.00	.00	-479.67	100.9%
549040 LICENSES	2,000	2,000	1,123.81	90.00	.00	876.19	56.2%
549050 FEES	17,500	12,820	46,929.80	32,859.49	.00	-34,109.80	366.1%
549120 CONTINGENCY/RESERVE	572,800	1,021,678	.00	.00	.00	1,021,677.52	.0%
591720 GASB 87 LONG TERM LEASE	652,750	619,210	631,121.57	53,534.32	.00	-11,911.57	101.9%
591721 SBITA	0	240,015	38,756.34	.00	.00	201,258.97	16.1%
TOTAL SERVICES EXPENSES	6,199,100	6,744,163	5,199,136.06	1,118,805.19	93,939.60	1,451,087.46	78.5%
09 TRANSFERS/SETASIDES							
597030 TRANSFERS OUT--CAPITAL PROJEC	2,050,000	2,050,000	2,050,000.00	.00	.00	.00	100.0%
TOTAL TRANSFERS/SETASIDES	2,050,000	2,050,000	2,050,000.00	.00	.00	.00	100.0%
TOTAL GENERAL FUND	0	0	-3,490,017.08	3,560,792.83	166,289.89	3,323,727.19	100.0%
TOTAL REVENUES	-46,844,600	-46,844,600	-46,852,589.12	-632,626.16	.00	7,989.12	
TOTAL EXPENSES	46,844,600	46,844,600	43,362,572.04	4,193,418.99	166,289.89	3,315,738.07	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-902,413.49	-68,821.65	.00	902,413.49	100.0%
TOTAL CHARGES OTHER	0	0	-902,413.49	-68,821.65	.00	902,413.49	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-902,413.49	-68,821.65	.00	902,413.49	100.0%
TOTAL REVENUES	0	0	-902,413.49	-68,821.65	.00	902,413.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 103	ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-63,452.37	-4,839.12	.00	63,452.37	100.0%
	TOTAL CHARGES OTHER	0	0	-63,452.37	-4,839.12	.00	63,452.37	100.0%
	TOTAL ELECTION FUND	0	0	-63,452.37	-4,839.12	.00	63,452.37	100.0%
	TOTAL REVENUES	0	0	-63,452.37	-4,839.12	.00	63,452.37	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-61,109.57	-4,660.46	.00	61,109.57	100.0%
	TOTAL CHARGES OTHER	0	0	-61,109.57	-4,660.46	.00	61,109.57	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-61,109.57	-4,660.46	.00	61,109.57	100.0%
	TOTAL REVENUES	0	0	-61,109.57	-4,660.46	.00	61,109.57	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-4,816.00	-366.85	.00	4,816.00	100.0%
TOTAL CHARGES OTHER	0	0	-4,816.00	-366.85	.00	4,816.00	100.0%
TOTAL DEBT SERVICE FUND	0	0	-4,816.00	-366.85	.00	4,816.00	100.0%
TOTAL REVENUES	0	0	-4,816.00	-366.85	.00	4,816.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
301 CAPITAL IMPROVEMENT FUND							
02 CHARGES OTHER							
308100 RESERVED CASH AND INVESTMENTS	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
361100 INVESTMENT EARNINGS	0	0	-294,704.98	-7,001.20	.00	294,704.98	100.0%
TOTAL CHARGES OTHER	-9,576,800	-9,576,800	-294,704.98	-7,001.20	.00	-9,282,095.02	3.1%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	4,000	2,365	50,801.53	42,554.00	.00	-48,436.53	2148.1%
541020 CONTRACTUAL SERVICES	395,500	479,515	452,439.76	169,480.23	25,057.97	2,017.10	99.6%
541040 LEGAL SERVICES	0	0	4,626.75	.00	.00	-4,626.75	100.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,064,437	2,026,557	2,066,578.81	161,870.19	1,940,300.78	-1,980,322.29	197.7%
542000 POSTAGE	13,000	1,000	2,863.95	.00	.00	-1,863.95	286.4%
545010 RENTALS/LEASES--BUILDINGS	47,000	26,598	26,598.00	.00	.00	.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	5,000	33,450	33,450.25	.00	.00	-.11	100.0%
549050 FEES	216,256	16,076	15,643.27	.00	.00	432.75	97.3%
549120 CONTINGENCY/RESERVE	481,056	519,579	.00	.00	.00	519,579.49	.0%
TOTAL SERVICES EXPENSES	3,226,249	3,105,141	2,653,002.32	373,904.42	1,965,358.75	-1,513,220.29	148.7%
08 CAPITAL OUTLAYS							
562000 BUILDING ACQUISITIONS	4,584,100	4,670,195	4,670,194.72	.00	.00	.00	100.0%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	426,314	423,564.00	770.00	2,589.43	160.57	100.0%
562100 CONSTRUCTION	2,770,703	2,875,627	2,700,123.95	71,486.21	163,721.22	11,781.78	99.6%
562500 ROOFING	0	1,640	1,640.49	.00	.00	.00	100.0%
562800 FURNITURE AND FIXTURES	302,000	306,380	305,234.27	.00	1,361.85	-216.12	100.1%
564100 VEHICLES	266,000	211,503	211,503.06	.00	.00	.00	100.0%
564300 TECHNOLOGY EQUIPMENT	30,000	30,000	2,139.65	.00	.00	27,860.35	7.1%
TOTAL CAPITAL OUTLAYS	8,400,551	8,521,659	8,314,400.14	72,256.21	167,672.50	39,586.58	99.5%
09 TRANSFERS/SETASIDES							
397010 TRANSFERS IN	-2,050,000	-2,050,000	-2,050,000.00	.00	.00	.00	100.0%
TOTAL TRANSFERS/SETASIDES	-2,050,000	-2,050,000	-2,050,000.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL CAPITAL IMPROVEMENT FUND		0	0	8,622,697.48	439,159.43	2,133,031.25	-10,755,728.73	100.0%
	TOTAL REVENUES	-11,626,800	-11,626,800	-2,344,704.98	-7,001.20	.00	-9,282,095.02	
	TOTAL EXPENSES	11,626,800	11,626,800	10,967,402.46	446,160.63	2,133,031.25	-1,473,633.71	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	4,100,888.97	3,921,264.18	2,299,321.14	-6,400,210.11	100.0%

** END OF REPORT - Generated by Olivia Bishop **

Finance Director Financial Report

Month Ending: December 2024

Prepared by: Mary Stimson, Finance Director

This report highlights the organization's key financial payments, financial trends and standing, ongoing budget activities, and strategic financial planning efforts for 2025.

Key Financial Payments

General Fund:

- 546000. Includes payment to Hub International for insurance renewal
- 535025. Includes payment to Dell Marketing for laptops
- 548010. Includes payment to Hermanson Company LLP for HVAC maintenance
- 548110. Includes payment to Tri-Tec Communications for annual renewal

Capital Improvement Fund:

- 541060. Includes payment to EHS-International Inc for Buckley well insulation and sampling
- 541020. Includes payment to Gensler for strategy services for capital plan
- 541060. Includes payment to Johnston Architects for the Sumner Library design
- 562100. Includes payment to Skycorp LTD Lakewood demo
- 541000. Includes payment to Alcor for Service Now Project Implementation

Special Revenue Funds:

- No significant activity other than receipt of investment earnings in the current period.

Trends

- **General Fund Taxes:** Collected 99.9% of estimated revenue.
- **Other General Fund Revenues:** Surpassed expectations at 102.5% of projections.
- **Salaries and Wages:** Came in at 95.8% of estimates, with reductions applied to 2025 personnel projections.
- **Benefits:** Lower than expected at 90.9%, adjusted accordingly for the 2025 budget per the approved CBA.
- **Supplies:** Exceeded budget estimates at 107.8%, while services came in lower than estimated at 78.3%. Monitoring will continue in 2025 to improve alignment.
- **Materials:** Reached 93.6% of the anticipated spend.
- **Transfers:** All planned transfers from the General Fund were completed.
- **Capital Fund:** Underspent by \$1.5M, which will be utilized in early 2025 as per the budget plan.

PROPOSED MONTHLY/QUARTERLY

Financial/Budget Activities

- Finalizing 2024 financials with the finance team and departments, ensuring any necessary adjustments are completed before Year End Close.
- Developing the 2025 Budget Book using Clear Gov for enhanced interactivity and transparency.
- Preparing draft documents for the 2024 SAO Annual Report and Year-End Close Resolutions.
- Getting ready for the Sumner LCFA Bond Sales.

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND							
01 TAXES	-45,586,600.00	-45,586,600.00	-45,563,079.54	-226,435.90	0.00	-23,520.46	99.9%
02 CHARGES OTHER	-1,258,000.00	-1,258,000.00	-1,289,509.58	-406,190.26	0.00	31,509.58	102.5%
03 SALARIES AND WAGES	23,898,000.00	23,898,000.00	22,900,894.46	1,887,127.69	0.00	997,105.54	95.8%
04 PERSONNEL BENEFITS	7,889,000.00	7,889,000.00	7,171,113.26	593,751.59	0.00	717,886.74	90.9%
05 SUPPLIES EXPENSES	2,243,800.00	1,702,236.88	1,773,462.83	282,740.93	61,513.32	-132,739.27	107.8%
06 MATERIALS	4,564,700.00	4,561,200.00	4,267,965.43	310,993.59	0.00	293,234.57	93.6%
07 SERVICES EXPENSES	6,199,100.00	6,744,163.12	5,199,136.06	1,118,805.19	79,864.51	1,465,162.55	78.3%
09 TRANSFERS/SETASIDES	2,050,000.00	2,050,000.00	2,050,000.00	0.00	0.00	0.00	100.0%
TOTAL GENERAL FUND	0.00	0.00	-3,490,017.08	3,560,792.83	141,377.83	3,348,639.25	100.0%
TOTAL REVENUES	-46,844,600.00	-46,844,600.00	-46,852,589.12	-632,626.16	0.00	7,989.12	
TOTAL EXPENSES	46,844,600.00	46,844,600.00	43,362,572.04	4,193,418.99	141,377.83	3,340,650.13	
102 LEVY SUSTAINABILITY FUND							
02 CHARGES OTHER	0.00	0.00	-902,413.49	-68,821.65	0.00	902,413.49	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0.00	0.00	-902,413.49	-68,821.65	0.00	902,413.49	100.0%
TOTAL REVENUES	0.00	0.00	-902,413.49	-68,821.65	0.00	902,413.49	
103 ELECTION FUND							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

103 ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
02 CHARGES OTHER	0.00	0.00	-63,452.37	-4,839.12	0.00	63,452.37	100.0%
TOTAL ELECTION FUND	0.00	0.00	-63,452.37	-4,839.12	0.00	63,452.37	100.0%
TOTAL REVENUES	0.00	0.00	-63,452.37	-4,839.12	0.00	63,452.37	
104 PROPERTY AND FACILITY FUND							
02 CHARGES OTHER	0.00	0.00	-61,109.57	-4,660.46	0.00	61,109.57	100.0%
TOTAL PROPERTY AND FACILITY FUND	0.00	0.00	-61,109.57	-4,660.46	0.00	61,109.57	100.0%
TOTAL REVENUES	0.00	0.00	-61,109.57	-4,660.46	0.00	61,109.57	
201 DEBT SERVICE FUND							
02 CHARGES OTHER	0.00	0.00	-4,816.00	-366.85	0.00	4,816.00	100.0%
TOTAL DEBT SERVICE FUND	0.00	0.00	-4,816.00	-366.85	0.00	4,816.00	100.0%
TOTAL REVENUES	0.00	0.00	-4,816.00	-366.85	0.00	4,816.00	
301 CAPITAL IMPROVEMENT FUND							
02 CHARGES OTHER	-9,576,800.00	-9,576,800.00	-294,704.98	-7,001.20	0.00	-9,282,095.02	3.1%
07 SERVICES EXPENSES	3,226,249.00	3,105,140.78	2,653,002.32	373,904.42	2,060,856.75	-1,608,718.29	151.8%
08 CAPITAL OUTLAYS	8,400,551.00	8,521,659.22	8,314,400.14	72,256.21	167,672.50	39,586.58	99.5%
09 TRANSFERS/SETASIDES	-2,050,000.00	-2,050,000.00	-2,050,000.00	0.00	0.00	0.00	100.0%

YEAR-TO-DATE BUDGET REPORT

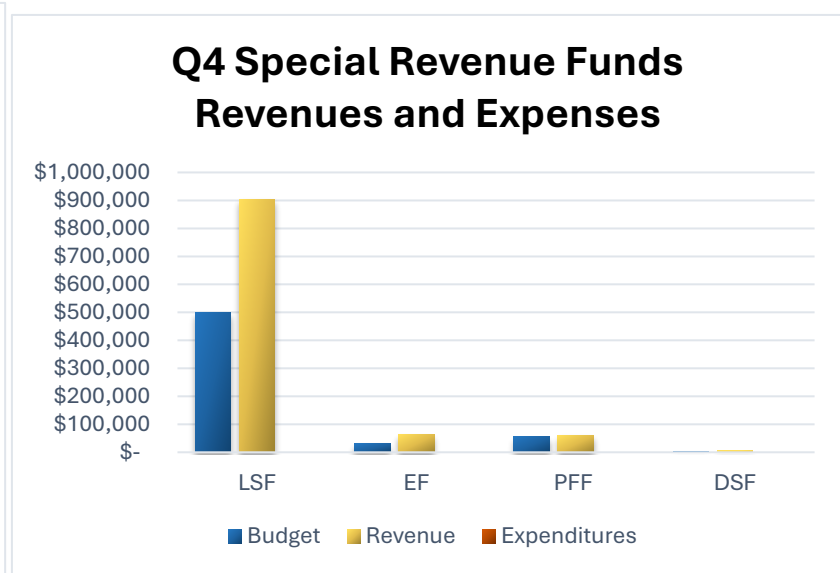
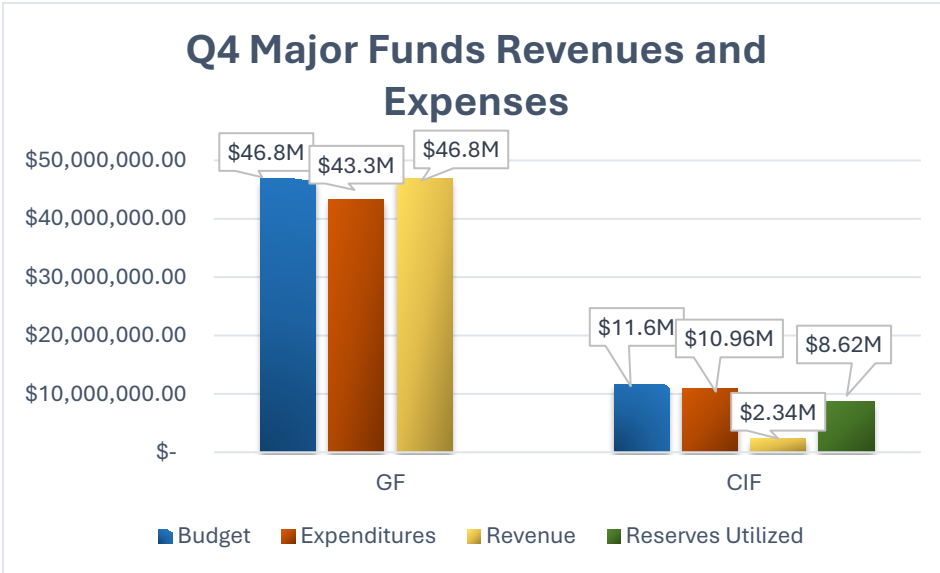
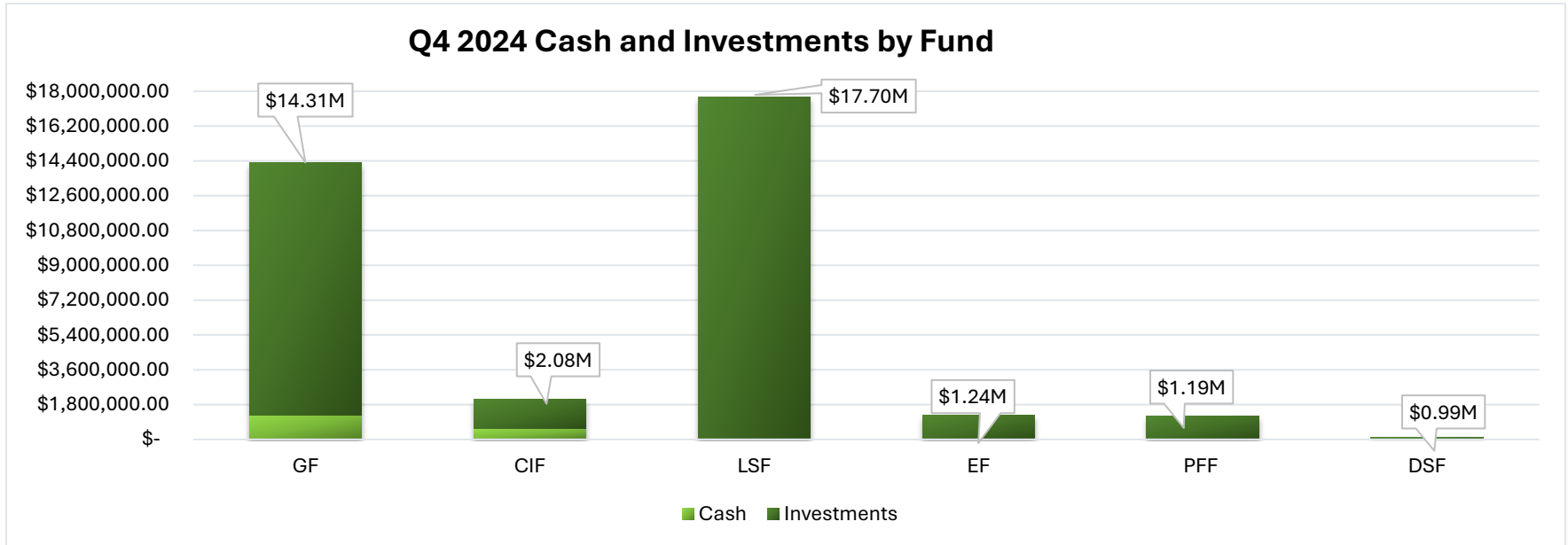
FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL CAPITAL IMPROVEMENT FUND							
0.00	0.00	8,622,697.48	439,159.43	2,228,529.25	-10,851,226.73	100.0%	
TOTAL REVENUES							
-11,626,800.00	-11,626,800.00	-2,344,704.98	-7,001.20	0.00	-9,282,095.02		
TOTAL EXPENSES							
11,626,800.00	11,626,800.00	10,967,402.46	446,160.63	2,228,529.25	-1,569,131.71		
GRAND TOTAL							
0.00	0.00	4,100,888.97	3,921,264.18	2,369,907.08	-6,470,796.05	100.0%	

** END OF REPORT - Generated by MARY STIMSON **

PROPOSED QUARTERLY

PCLS QUARTERLY FINANCIAL DASHBOARD – AS OF 12/31/2024



PROPOSED QUARTERLY Pierce County Library, WA



YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
01 TAXES							
311110 PROPERTY TAX--CURRENT	-44,906,100	-44,906,100	-44,794,600.16	-208,071.53	.00	-111,499.84	99.8%
311120 PROPERTY TAX--DELINQUENT	-530,900	-530,900	-523,791.68	-16,562.99	.00	-7,108.32	98.7%
311121 PROPERTY TAX--KING COUNTY	-60,600	-60,600	-168,870.35	-1,801.38	.00	108,270.35	278.7%
311300 SALE OF TAX TITLE PROPERTY	-6,000	-6,000	-56.36	.00	.00	-5,943.64	.9%
317200 LEASEHOLD EXCISE TAX	-20,000	-20,000	-25,883.63	.00	.00	5,883.63	129.4%
317400 TIMBER EXCISE TAX	-63,000	-63,000	-49,877.36	.00	.00	-13,122.64	79.2%
TOTAL TAXES	-45,586,600	-45,586,600	-45,563,079.54	-226,435.90	.00	-23,520.46	99.9%
02 CHARGES OTHER							
335023 DNR TIMBER TRUST 2	-15,000	-15,000	-2,605.43	.00	.00	-12,394.57	17.4%
341801 GRAPHICS SERVICE CHARGES	-4,000	-4,000	-3,628.46	-3,280.10	.00	-371.54	90.7%
347200 LIBRARY SERVICES FEES--ILL	0	0	-43.23	.00	.00	43.23	100.0%
347902 PRINTER FEES	0	0	-36,121.99	-3,349.73	.00	36,121.99	100.0%
359000 LIBRARY FINES	0	0	-852.90	-38.05	.00	852.90	100.0%
361100 INVESTMENT EARNINGS	-452,000	-452,000	-481,719.43	-54,359.70	.00	29,719.43	106.6%
361430 INTEREST INCOME--CONTRACTS &	0	0	-93.85	.00	.00	93.85	100.0%
362001 RENTS AND LEASES--KPHC	-1,000	-1,000	-3,117.53	.00	.00	2,117.53	311.8%
367010 DONOR PROCEEDS--FOUNDATION	-325,000	-325,000	-335,823.99	-335,823.99	.00	10,823.99	103.3%
367021 DONOR REIMBURSEMENTS--FRIENDS	0	0	-36,410.55	-5,952.83	.00	36,410.55	100.0%
367400 GRANTS--NONGOVERNMENTAL	0	0	-500.00	-500.00	.00	500.00	100.0%
367999 OPPORTUNITY DONATIONS	-160,000	-160,000	.00	.00	.00	-160,000.00	.0%
369100 SALE OF SURPLUS--GENERAL	-2,000	-2,000	-24,361.04	-28.59	.00	22,361.04	1218.1%
369101 SALE OF SURPLUS--MATERIALS	-4,000	-4,000	-28,761.92	-1,106.47	.00	24,761.92	719.0%
369200 FOUND MONEY	0	0	-697.89	-10.02	.00	697.89	100.0%
369910 MISCELLANEOUS OTHER	0	0	-20,488.95	.00	.00	20,488.95	100.0%
369911 PAYMENT FOR LOST MATERIALS	-20,000	-20,000	-27,717.55	-1,740.78	.00	7,717.55	138.6%
369912 JURY DUTY REIMBURSEMENT	0	0	-370.00	.00	.00	370.00	100.0%
369913 ERATE REIMBURSEMENT	-200,000	-200,000	-211,426.11	.00	.00	11,426.11	105.7%
369914 PROCUREMENT CARD REBATES	-75,000	-75,000	-74,768.76	.00	.00	-231.24	99.7%
TOTAL CHARGES OTHER	-1,258,000	-1,258,000	-1,289,509.58	-406,190.26	.00	31,509.58	102.5%
03 SALARIES AND WAGES							

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
511000 SALARIES AND WAGES	24,630,000	24,630,000	22,711,812.23	1,870,021.35	.00	1,918,187.77	92.2%
511005 ADDITIONAL HOURS	150,000	150,000	.00	.00	.00	150,000.00	.0%
511006 SUBSTITUTE HOURS	32,000	32,000	9,575.66	1,088.75	.00	22,424.34	29.9%
511007 SHIFT DIFFERENTIAL	134,000	134,000	126,827.23	12,609.20	.00	7,172.77	94.6%
511009 TUITION ASSISTANCE	12,000	12,000	8,907.00	.00	.00	3,093.00	74.2%
512000 OVERTIME WAGES	67,000	67,000	43,772.34	3,408.39	.00	23,227.66	65.3%
519999 ADJ WAGE/SALARY TO MATCH PLAN	-1,127,000	-1,127,000	.00	.00	.00	-1,127,000.00	.0%
TOTAL SALARIES AND WAGES	23,898,000	23,898,000	22,900,894.46	1,887,127.69	.00	997,105.54	95.8%
04 PERSONNEL BENEFITS							
520010 FICA	1,895,000	1,895,000	1,695,266.90	137,180.27	.00	199,733.10	89.5%
520020 MEDICAL INSURANCE	3,304,000	3,304,000	2,817,705.79	242,981.51	.00	486,294.21	85.3%
520021 DENTAL INSURANCE	259,000	259,000	224,050.06	19,184.74	.00	34,949.94	86.5%
520022 LIFE AND DISABILITY INSURANCE	103,000	103,000	96,662.97	8,159.17	.00	6,337.03	93.8%
520023 INDUSTRIAL INSURANCE	151,000	151,000	149,538.17	11,675.40	.00	1,461.83	99.0%
520030 RETIREMENT	2,378,000	2,378,000	2,096,024.35	169,542.98	.00	281,975.65	88.1%
520040 UNEMPLOYMENT INSURANCE	35,000	35,000	33,299.46	.00	.00	1,700.54	95.1%
520041 PAID FML INSURANCE	58,000	58,000	48,006.71	3,811.62	.00	9,993.29	82.8%
520091 OTHER BENEFIT	75,000	75,000	10,558.85	1,215.90	.00	64,441.15	14.1%
529999 ADJ BENEFITS TO MATCH PLAN	-369,000	-369,000	.00	.00	.00	-369,000.00	.0%
TOTAL PERSONNEL BENEFITS	7,889,000	7,889,000	7,171,113.26	593,751.59	.00	717,886.74	90.9%
05 SUPPLIES EXPENSES							
531000 OFFICE/OPERATING SUPPLIES--DE	91,300	92,714	75,260.44	5,596.25	.00	17,453.90	81.2%
531002 OFFICE/OPERATING SUPPLIES--SU	101,500	122,313	123,269.25	34,725.26	10,836.97	-11,793.70	109.6%
531004 OFFICE/OPERATING SUPPLIES--PU	122,000	104,327	81,323.65	6,050.00	.00	23,003.78	78.0%
531010 CUSTODIAL SUPPLIES	130,000	122,000	110,437.57	9,677.68	.00	11,562.43	90.5%
531020 MAINTENANCE SUPPLIES	46,000	43,600	38,679.69	1,993.34	.00	4,920.31	88.7%
531030 MATERIAL PROCESSING SUP	16,100	19,600	22,427.14	1,909.02	.00	-2,827.14	114.4%
531040 TRAINING SUPPLIES	3,000	3,028	788.74	-149.98	.00	2,239.26	26.0%
531099 FOUNDATION PASSTHROUGH--SUP	155,300	155,300	178,596.62	8,243.31	.00	-23,296.62	115.0%
532000 FUEL	47,000	41,000	38,400.07	2,374.66	.00	2,599.93	93.7%
535000 MINOR EQUIPMENT	11,000	10,916	12,413.82	5,935.30	.00	-1,497.73	113.7%
535010 FURNISHINGS--PUBLIC	50,000	50,000	.00	.00	43,695.08	6,304.92	87.4%
535015 FURNISHINGS--STAFF	54,500	50,000	31,517.62	6,010.40	17,818.24	664.14	98.7%
535020 TECHNOLOGY HARDWARE--PUBLIC	200,000	22,500	22,478.17	11,581.47	.00	21.83	99.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
535025 TECHNOLOGY HARDWARE--STAFF	206,000	165,271	161,766.60	64,388.70	.00	3,504.30	97.9%
535030 TECHNOLOGY HARDWARE--GENERAL	36,000	31,028	30,256.40	1,304.69	.00	771.24	97.5%
535050 SOFTWARE/LICENSES/HOST--APPS	555,200	346,640	523,684.56	57,539.49	.00	-177,044.60	151.1%
535055 SOFTWARE/LICENSES/HOST--INFRA	418,900	322,000	322,162.49	65,561.34	.00	-162.49	100.1%
TOTAL SUPPLIES EXPENSES	2,243,800	1,702,237	1,773,462.83	282,740.93	72,350.29	-143,576.24	108.4%

06 MATERIALS

534000 MATERIALS COLLECTION	65,000	182	101.45	.00	.00	80.72	55.7%
534005 ADULT AV - CDS	30,000	30,500	27,994.41	3,639.31	.00	2,505.59	91.8%
534010 ADULT AV - DVD	330,000	298,000	259,338.66	46,178.81	.00	38,661.34	87.0%
534015 ADULT AV - DVDNF	21,000	21,000	20,892.88	1,035.04	.00	107.12	99.5%
534020 ADULT AV AUDIOBOOKS	25,000	13,500	12,207.99	1,169.13	.00	1,292.01	90.4%
534105 ADULT BOOK CLUB KITS	3,500	4,000	3,560.01	1,237.73	.00	439.99	89.0%
534110 ADULT FICTION	270,000	300,500	277,433.28	17,392.44	.00	23,066.72	92.3%
534115 ADULT GRAPHIC NOVELS	15,000	15,000	13,569.82	332.08	.00	1,430.18	90.5%
534120 ADULT LARGE PRINT	50,000	40,000	35,928.22	3,300.25	.00	4,071.78	89.8%
534125 ADULT LUCKY DAY	55,000	80,000	62,866.41	7,326.21	.00	17,133.59	78.6%
534130 ADULT NONFICTION	300,000	312,000	279,781.48	14,932.66	.00	32,218.52	89.7%
534145 ADULT REFERENCE	5,000	5,000	1,989.12	.00	.00	3,010.88	39.8%
534150 ADULT YA FICTION	55,000	52,000	32,135.00	3,872.78	.00	19,865.00	61.8%
534155 ADULT YA GRAPHIC NOVELS	25,000	30,000	26,492.97	760.33	.00	3,507.03	88.3%
534160 ADULT YA NONFICTION	12,500	15,500	12,741.61	135.73	.00	2,758.39	82.2%
534205 CHILDREN'S BOOK CLUB KITS	3,500	118	17.83	.00	.00	100.00	15.1%
534215 CHILDREN'S EARLY LEARNING	6,000	6,000	5,306.57	366.67	.00	693.43	88.4%
534220 CHILDREN'S FICTION	225,000	285,000	253,047.51	31,715.03	.00	31,952.49	88.8%
534225 CHILDREN'S GRAPHIC NOVELS	55,000	58,000	52,336.83	2,400.56	.00	5,663.17	90.2%
534230 CHILDREN'S NONFICTION	135,000	132,000	105,665.61	3,544.92	.00	26,334.39	80.0%
534235 CHILDREN'S SCIENCE TO GO	4,000	12,700	8,617.65	220.44	.00	4,082.35	67.9%
534237 CHILDREN'S STANDING ORDERS	32,500	35,000	28,749.10	1,195.76	.00	6,250.90	82.1%
534240 CHILDREN'S STORYTIME	3,000	3,000	2,590.82	488.10	.00	409.18	86.4%
534305 DATABASES	524,500	546,800	537,867.00	10,960.44	.00	8,933.00	98.4%
534410 EBOOKS	875,000	857,000	856,729.33	52,985.89	.00	270.67	100.0%
534415 EDOWNLOADABLE AUDIO	775,000	778,000	767,060.71	62,513.87	.00	10,939.29	98.6%
534417 ONLINE BOOK CLUB KITS	3,500	0	.00	.00	.00	.00	.0%
534421 ESTREAMING FILMS	150,000	66,000	66,000.00	.00	.00	.00	100.0%
534425 EHOSTING FEES	17,000	17,000	13,200.00	.00	.00	3,800.00	77.6%
534430 EMAGAZINES	80,500	79,500	79,453.50	.00	.00	46.50	99.9%
534505 MAGAZINES	71,000	87,000	94,185.01	275.68	.00	-7,185.01	108.3%
534605 VENDOR PROCESSING	100,000	136,000	106,481.66	17,012.66	.00	29,518.34	78.3%
534645 VENDOR CATALOGING	10,000	10,000	4,140.18	326.00	.00	5,859.82	41.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
534705 WORLD - ADULT SPANISH	9,000	9,000	7,755.89	475.20	.00	1,244.11	86.2%
534710 WORLD - CHILDREN'S SPANISH	14,000	14,000	13,042.61	808.07	.00	957.39	93.2%
534715 WORLD - CHINESE	10,000	10,000	9,578.02	3,170.88	.00	421.98	95.8%
534725 WORLD - GERMAN	7,500	7,500	6,980.17	1,572.23	.00	519.83	93.1%
534730 WORLD - JAPANESE	5,000	5,000	4,238.85	770.70	.00	761.15	84.8%
534735 WORLD - KOREAN	20,000	20,000	18,496.80	3,082.80	.00	1,503.20	92.5%
534740 WORLD - TAGALOG	15,000	15,000	14,777.65	5,562.26	.00	222.35	98.5%
534745 WORLD - VIETNAMESE	7,500	7,500	7,134.48	1,189.08	.00	365.52	95.1%
534750 WORLD - RUSSIAN	20,000	20,000	19,064.92	3,395.48	.00	935.08	95.3%
534755 WORLD - UKRAINE	0	4,000	3,960.30	3,960.30	.00	39.70	99.0%
534805 YOUTH CHILDREN'S AUDIO BOOKS	30,000	50,500	47,419.23	692.38	.00	3,080.77	93.9%
534810 YOUTH DVD - FTY	30,000	12,000	10,291.44	995.69	.00	1,708.56	85.8%
534815 YOUTH YA AUDIO BOOKS	0	200	148.60	.00	.00	51.40	74.3%
534900 COLLECTION PROJECTS	4,000	0	.00	.00	.00	.00	.0%
541610 RESOURCE SHARING SERVICES	20,000	20,000	17,684.12	.00	.00	2,315.88	88.4%
541620 BIBLIOGRAPHIC & RELATED SERVI	40,200	40,200	38,909.73	.00	.00	1,290.27	96.8%
TOTAL MATERIALS	4,564,700	4,561,200	4,267,965.43	310,993.59	.00	293,234.57	93.6%

07 SERVICES EXPENSES

541000 INDEPENDENT CONTRACTORS	398,200	317,891	343,589.42	93,721.28	43,554.62	-69,253.54	121.8%
541004 INDEPENDENT CONTRACTORS--INFR	75,000	52,210	51,209.76	2,175.00	.00	1,000.01	98.1%
541010 PERFORMER SERVICES	113,000	116,360	77,279.77	4,672.27	950.00	38,130.23	67.2%
541020 CONTRACTUAL SERVICES	480,000	492,437	407,501.85	115,046.93	17,756.77	67,177.92	86.4%
541040 LEGAL SERVICES	95,000	81,337	54,391.50	15,098.50	.00	26,945.00	66.9%
541050 DATA SERVICES	9,000	10,280	5,927.16	.00	.00	4,352.50	57.7%
541630 PRINTING AND BINDING	133,500	133,320	87,423.62	14,013.46	.00	45,896.38	65.6%
541650 ILL LOST ITEM CHARGE	3,000	3,000	1,024.74	54.43	.00	1,975.26	34.2%
542000 POSTAGE	72,300	59,681	59,688.31	10,026.04	.00	-7.45	100.0%
542001 SHIPPING	10,000	10,000	10,048.38	155.60	.00	-48.38	100.5%
542010 TELECOM SERVICES--PHONES	81,600	105,000	102,755.85	9,404.22	.00	2,244.15	97.9%
542011 TELECOM SERVICES--CELLPHONES	39,000	59,000	57,042.82	4,826.69	.00	1,957.18	96.7%
542012 TELECOM SERVICES--INTERNET	345,000	667,371	735,411.08	68,039.81	.00	-68,039.81	110.2%
543000 TOLLS/PARKING	102,900	91,352	69,011.29	1,924.36	.00	22,340.78	75.5%
543010 MILEAGE REIMBURSEMENTS	55,500	51,881	55,901.67	3,682.78	.00	-4,020.42	107.7%
544000 ADVERTISING	136,500	105,720	128,491.50	27,188.86	.00	-22,771.92	121.5%
545010 RENTALS/LEASES--BUILDINGS	0	0	8,920.00	5,560.00	.00	-8,920.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	3,200	0	625.81	.00	.00	-625.81	100.0%
545030 Rental/Lease CAM	480,500	480,500	453,002.95	114,276.60	.00	27,497.05	94.3%
546000 INSURANCE	300,000	300,000	348,796.39	341,594.39	.00	-48,796.39	116.3%
547000 ELECTRICITY	346,000	346,000	259,726.47	17,952.32	.00	86,273.53	75.1%

PROPOSED QUARTERLY Pierce County Library, WA



YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
547010 NATURAL GAS	16,500	16,500	2,506.30	138.10	.00	13,993.70	15.2%
547020 WATER	41,000	41,000	52,804.15	8,115.81	.00	-11,804.15	128.8%
547030 SEWER	35,000	35,000	37,375.34	4,240.59	.00	-2,375.34	106.8%
547040 REFUSE	55,000	55,000	59,876.54	4,575.56	.00	-4,876.54	108.9%
548000 GENERAL REPAIRS/MAINTENANCE	551,500	400,524	271,159.81	41,757.74	17,827.73	111,536.00	72.2%
548010 CONTRACTED MAINTENANCE	589,800	479,850	444,704.02	43,858.14	350.48	34,795.50	92.7%
548050 VEHICLE REPAIR AND MAINTENANC	60,000	55,000	55,729.57	32.10	.00	-729.57	101.3%
548100 IT SYSTEMS MAINTENANCE--APPS	5,000	3,310	3,303.00	3,303.00	.00	7.00	99.8%
548110 IT SYSTEMS MAINTENANCE--INFRA	83,000	68,713	68,713.41	68,713.41	.00	.00	100.0%
549010 INDIVIDUAL REGISTRATIONS	111,150	89,143	56,873.02	7,158.39	6,000.00	26,270.18	70.5%
549011 ORGANIZATIONAL REGISTRATIONS	14,500	11,945	4,663.63	50.00	.00	7,281.37	39.0%
549020 DUES AND MEMBERSHIPS	60,400	57,117	53,245.74	965.00	7,500.00	-3,628.60	106.4%
549030 TAXES AND ASSESSMENTS	52,000	52,000	52,479.67	.00	.00	-479.67	100.9%
549040 LICENSES	2,000	2,000	1,123.81	90.00	.00	876.19	56.2%
549050 FEES	17,500	12,820	46,929.80	32,859.49	.00	-34,109.80	366.1%
549120 CONTINGENCY/RESERVE	572,800	1,021,678	.00	.00	.00	1,021,677.52	.0%
591720 GASB 87 LONG TERM LEASE	652,750	619,210	631,121.57	53,534.32	.00	-11,911.57	101.9%
591721 SBITA	0	240,015	38,756.34	.00	.00	201,258.97	16.1%
TOTAL SERVICES EXPENSES	6,199,100	6,744,163	5,199,136.06	1,118,805.19	93,939.60	1,451,087.46	78.5%
09 TRANSFERS/SETASIDES							
597030 TRANSFERS OUT--CAPITAL PROJEC	2,050,000	2,050,000	2,050,000.00	.00	.00	.00	100.0%
TOTAL TRANSFERS/SETASIDES	2,050,000	2,050,000	2,050,000.00	.00	.00	.00	100.0%
TOTAL GENERAL FUND	0	0	-3,490,017.08	3,560,792.83	166,289.89	3,323,727.19	100.0%
TOTAL REVENUES	-46,844,600	-46,844,600	-46,852,589.12	-632,626.16	.00	7,989.12	
TOTAL EXPENSES	46,844,600	46,844,600	43,362,572.04	4,193,418.99	166,289.89	3,315,738.07	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 102 LEVY SUSTAINABILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-902,413.49	-68,821.65	.00	902,413.49	100.0%
TOTAL CHARGES OTHER	0	0	-902,413.49	-68,821.65	.00	902,413.49	100.0%
TOTAL LEVY SUSTAINABILITY FUND	0	0	-902,413.49	-68,821.65	.00	902,413.49	100.0%
TOTAL REVENUES	0	0	-902,413.49	-68,821.65	.00	902,413.49	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 103	ELECTION FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-63,452.37	-4,839.12	.00	63,452.37	100.0%
	TOTAL CHARGES OTHER	0	0	-63,452.37	-4,839.12	.00	63,452.37	100.0%
	TOTAL ELECTION FUND	0	0	-63,452.37	-4,839.12	.00	63,452.37	100.0%
	TOTAL REVENUES	0	0	-63,452.37	-4,839.12	.00	63,452.37	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 104	PROPERTY AND FACILITY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER								
361100	INVESTMENT EARNINGS	0	0	-61,109.57	-4,660.46	.00	61,109.57	100.0%
	TOTAL CHARGES OTHER	0	0	-61,109.57	-4,660.46	.00	61,109.57	100.0%
	TOTAL PROPERTY AND FACILITY FUND	0	0	-61,109.57	-4,660.46	.00	61,109.57	100.0%
	TOTAL REVENUES	0	0	-61,109.57	-4,660.46	.00	61,109.57	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 201 DEBT SERVICE FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
361100 INVESTMENT EARNINGS	0	0	-4,816.00	-366.85	.00	4,816.00	100.0%
TOTAL CHARGES OTHER	0	0	-4,816.00	-366.85	.00	4,816.00	100.0%
TOTAL DEBT SERVICE FUND	0	0	-4,816.00	-366.85	.00	4,816.00	100.0%
TOTAL REVENUES	0	0	-4,816.00	-366.85	.00	4,816.00	

PROPOSED QUARTERLY Pierce County Library, WA



YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 301 CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
02 CHARGES OTHER							
308100 RESERVED CASH AND INVESTMENTS	-9,576,800	-9,576,800	.00	.00	.00	-9,576,800.00	.0%
361100 INVESTMENT EARNINGS	0	0	-294,704.98	-7,001.20	.00	294,704.98	100.0%
TOTAL CHARGES OTHER	-9,576,800	-9,576,800	-294,704.98	-7,001.20	.00	-9,282,095.02	3.1%
07 SERVICES EXPENSES							
541000 INDEPENDENT CONTRACTORS	4,000	2,365	50,801.53	42,554.00	.00	-48,436.53	2148.1%
541020 CONTRACTUAL SERVICES	395,500	479,515	452,439.76	169,480.23	25,057.97	2,017.10	99.6%
541040 LEGAL SERVICES	0	0	4,626.75	.00	.00	-4,626.75	100.0%
541060 ARCHITECTURAL/ENGR SERVICES	2,064,437	2,026,557	2,066,578.81	161,870.19	1,940,300.78	-1,980,322.29	197.7%
542000 POSTAGE	13,000	1,000	2,863.95	.00	.00	-1,863.95	286.4%
545010 RENTALS/LEASES--BUILDINGS	47,000	26,598	26,598.00	.00	.00	.00	100.0%
545020 RENTALS/LEASES--EQUIPMENT	5,000	33,450	33,450.25	.00	.00	-.11	100.0%
549050 FEES	216,256	16,076	15,643.27	.00	.00	432.75	97.3%
549120 CONTINGENCY/RESERVE	481,056	519,579	.00	.00	.00	519,579.49	.0%
TOTAL SERVICES EXPENSES	3,226,249	3,105,141	2,653,002.32	373,904.42	1,965,358.75	-1,513,220.29	148.7%
08 CAPITAL OUTLAYS							
562000 BUILDING ACQUISITIONS	4,584,100	4,670,195	4,670,194.72	.00	.00	.00	100.0%
562020 LAND & PROPERTY IMPROVEMENTS	447,748	426,314	423,564.00	770.00	2,589.43	160.57	100.0%
562100 CONSTRUCTION	2,770,703	2,875,627	2,700,123.95	71,486.21	163,721.22	11,781.78	99.6%
562500 ROOFING	0	1,640	1,640.49	.00	.00	.00	100.0%
562800 FURNITURE AND FIXTURES	302,000	306,380	305,234.27	.00	1,361.85	-216.12	100.1%
564100 VEHICLES	266,000	211,503	211,503.06	.00	.00	.00	100.0%
564300 TECHNOLOGY EQUIPMENT	30,000	30,000	2,139.65	.00	.00	27,860.35	7.1%
TOTAL CAPITAL OUTLAYS	8,400,551	8,521,659	8,314,400.14	72,256.21	167,672.50	39,586.58	99.5%
09 TRANSFERS/SETASIDES							
397010 TRANSFERS IN	-2,050,000	-2,050,000	-2,050,000.00	.00	.00	.00	100.0%
TOTAL TRANSFERS/SETASIDES	-2,050,000	-2,050,000	-2,050,000.00	.00	.00	.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

ACCOUNTS FOR: 301	CAPITAL IMPROVEMENT FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
TOTAL CAPITAL IMPROVEMENT FUND		0	0	8,622,697.48	439,159.43	2,133,031.25	-10,755,728.73	100.0%
	TOTAL REVENUES	-11,626,800	-11,626,800	-2,344,704.98	-7,001.20	.00	-9,282,095.02	
	TOTAL EXPENSES	11,626,800	11,626,800	10,967,402.46	446,160.63	2,133,031.25	-1,473,633.71	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	4,100,888.97	3,921,264.18	2,299,321.14	-6,400,210.11	100.0%

** END OF REPORT - Generated by Olivia Bishop **

Unfinished Business

MEMO



Date: January 27, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Mary Stimson, Finance Director

Subject: Comprehensive Purchasing and Procurement Policy- Discussion

In mid-2024 the Board approved the updated Fiscal Management Policy. We have been reviewing the purchasing policies over the past several months and are ready to present a draft of the revised Comprehensive Purchasing and Procurement Policy for discussion. The policy review will serve as an opportunity to consider revisions and clarity to align with the requirements for purchasing, procurement, and surplus at the library.

The revised Comprehensive Purchasing and Procurement Policy consolidates several existing Board policies into one streamlined and easily understandable policy. This combined policy was condensed to provide straightforward and sufficient directives for overseeing the Library’s purchasing and procurement practices and delineating the responsibilities of the parties involved.

CURRENT	NEW
Public Works Procurement Policy 3.18	Comprehensive Purchasing And Procurement Policy
Purchasing and Procurement Policy	
Surplus	
Fixed Assets Inventory 3.12	Finance Guidelines Manual

The Finance team developed an internal Finance Guidelines Manual that captures past administrative policies, guidelines, and finance procedures into one document to serve as a reference for staff. This is now published on our Finance Department Intranet page after undergoing a rigorous review with our supervisors. The current Fixed Assets Policy will be repealed pending Board approval at the February meeting since it has been incorporated into the Finance Guidelines Manual.

We are confident these efforts to simplify and offer clarity will aid the Library in maintaining its role as responsible custodians of public funds and maintaining equitable purchasing practices.

Feedback on this draft revision is welcome. Staff will seek Board approval at the March Regular Meeting.

Board Policy



ORIGINAL VERSIONS

Purchasing and Procurement Policy

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees authorizes the Library to make purchases and procurements in a manner that upholds and provides responsible stewardship of public funds.

Definitions

Goods and Services: purchases and procurements that generally exclude ongoing personnel costs and materials provided to the public.

Purchase: the act of acquiring goods and services, generally through purchase orders, direct payments, contractual payments in part or whole, and purchase card payments.

Procurement: the method of acquiring goods and services, generally through a competitive selection process that can result in a form of agreement or contract.

Sole Source: the award to a specific vendor due to compelling reasons to forego normal procurement processes.

Policy

Purchase and procurement are under the authority of the Executive Director. Daily operations are delegated to the Finance Department and are conducted in strict adherence with applicable federal and state laws and regulations. The process of selecting vendors, managing contracts and agreements shall be subject to ethical standards and embody the value of stewardship of the public’s investment.

Purchase and procurement activities shall be administered in a manner that provides maximum practicable open competition appropriate to the type of product or service to be acquired, and support the goals of cost efficiency and quality. Wherever required, the Library shall follow Washington State laws regarding procurements as applicable to the Library.

The Board of Trustees shall:

- Review and approve initial or non-recurring purchases of \$150,000 or more that are approved within a fiscal year budget;
- Review and approve initial or non-recurring purchases of \$50,000 or more that were unanticipated or not specifically contained within a fiscal year budget;

Board Policy



- Review and approve sole-sourced vendors with contracts or agreements valued at \$50,000 or more, or as other reasons so require;
- Review and adjust these thresholds from time to time when Library budgets change by more than 10% over a duration or as other conditions so warrant; and
- Authorize the Library to establish and maintain an Administrative Policy on Purchasing and Procurement, to be administered by the Finance Department.

References

- [Board Policy on Fiscal Management](#)
- [Board Surplus Policy](#)

Board Policy

Adopted by the Pierce County Rural Library District Board of Trustees, September 8, 2021.

Board Policy



Public Works Procurement Policy

Policy Statement

It is the policy of Pierce County Library System to use a competitive selection process to select vendors to perform public works related projects.

Policy

When undertaking public works projects as defined in RCW 39.04.010, the Pierce County Library System will use a competitive process to solicit and evaluate proposals based on relevant factors established by the Library System, including, but not limited to, cost, but may use a bid process (lowest responsible bidder) if it is in the best interest of the Library System.

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the District may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under State law.

In the alternative, the Library System may undertake public works projects using a limited public works process or a small works roster process, in each case, subject to the same procedures and cost limits as are established in RCW 39.04.155.

The Library System will comply with all applicable legal requirements regarding the payment of prevailing wages on its public works projects.

References

Revised Code of Washington, sections 39.04.010 and 39.04.155.

Board Policy 3.18

Adopted by the Board of Trustees of the Pierce County Library System, April 14, 2010.

Revised December 9, 2015.

Board Policy



Surplus Policy

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees authorizes the Library to to surplus equipment in a manner that upholds and provides responsible stewardship of publicly funded procurements.

Definitions

Equipment: broadly includes physical items that generally have useful lifespans of more than a year, including but not limited to, computers, printers, vehicles, books, furnishings, shelving. Equipment in this context excludes consumables or office supplies, such as pens, pencils, paper, staplers, etc.

Policy

Library staff will from time to time provide a list of equipment that is no longer needed. The Board of Trustees will review and approve the surplus and disposition of equipment.

Surplus activities are delegated to the Finance Department and administered through progressive attempts to recover as much value out of the equipment being disposed, in the following priority order:

1. Competitive, open, and fair to the public at large, including but not limited to outsourced auctioneers or third-party sellers;
2. Alternative means that include sole-source sales, donations to recycle centers, or other means of recovery that may be available;
3. Land waste as last resort.

From time to time, certain situations may call for a different priority order due to turnaround time or cost-efficiency.

An interlocal agreement may be used to extend the life of publicly funded equipment to other Washington State governmental entities, without regard for the surplus methods provided above.

Appropriate disposition documentation shall be retained as to the means and methods of surplus.

In no case shall library personnel, trustees, and volunteers, acquire surplus equipment under any method except those available to a member of the public at large.

References

- [Board Policy on Fiscal Management](#)
- [Board Policy on Purchasing and Procurement](#)

Board Policy

Adopted by the Pierce County Rural Library District Board of Trustees, September 8, 2021

Board Policy



Fixed Assets

1.0 PURPOSE

The purpose of this policy is to establish criteria for the identification, depreciation, inventory, protection and disposition of fixed (capital) assets. A fixed asset includes land and land rights, buildings, furnishings, fixtures and furniture, equipment, machinery, vehicles and tools.

2.0 IDENTIFICATION

2.1 Any item purchased by Pierce County Library System that has an actual cost of \$5,000 or more (including sales tax, accessories and shipping) and an estimated life of one (1) year or more shall be considered a fixed asset. Any item that is donated and has a current market value of \$5,000 or more shall be considered a fixed asset.

2.2 The only exceptions will be assets acquired by grant funds from other governmental agencies. Assets purchased using grant funds will be identified based on the requirements of the grantor. The Finance Department is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.

3.0 DEPRECIATION

In accordance with the Budgetary, Accounting and Reporting System (BARS) for Library Districts, fixed assets are expensed during the year of acquisition. There is no capitalization of fixed assets, nor allocation of depreciation expense. Inventory, including collection materials, is expensed when purchased.

4.0 INVENTORY

An inventory of assets will be performed on a three (3) year revolving basis. All fixed assets will be tagged and an asset inventory will be maintained.

5.0 PROTECTION

Pierce County Library is responsible for the custody, insurance, maintenance and repair, and planning for assets. The department head for the department in which the fixed asset resides is responsible for the maintenance and security of the asset. The Information Technology Department is responsible for the protection of small and attractive assets such as computers, printers, laptops, etc. All department heads are responsible for the protection of small and attractive assets that reside in their department such as digital cameras, camcorders, cell phones, radios, etc.

6.0 DISPOSITION

When it is determined that Pierce County Library no longer needs an asset or an asset has been stolen, it will declare those assets to be surplus. The Board of Trustees must approve an asset for disposition prior to the asset leaving the control of Pierce County Library. After Board approval, Pierce County Library may sell, donate or dispose of the asset. Prior to disposition, Pierce County Library must remove all tags and other identifying information.

Effective September 1, 2002

Board Policy 3.12

Adopted by the Board of Trustees of the Pierce County Rural Library District, December 15, 1988. Revised March 20, 2002.

Board Policy



PROPOSED - TRACKED CHANGES

Comprehensive Purchasing and Procurement Policy

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees authorizes the Library to make purchases, ~~and~~ procurements, ~~and surplus~~ ~~in~~ equipment in a manner that ~~upholds and provides~~ ensures responsible stewardship of public funds. ~~It is the policy of Pierce County Library System to use~~ ~~The Library is committed to utilizing a competitive selection process of~~ to select vendors for ~~to perform~~ public works related projects, maintaining transparency, fairness, and fiscal responsibility in alignment with its strategic plan and mission.

~~The Pierce County Library System (“Library”) Board of Trustees authorizes the Library to to surplus equipment in a manner that upholds and provides responsible stewardship of publicly funded procurements.~~

Commented [MS1]: Added verbiage to align statements around purchasing with our fiscal management statement and strategic plan.

General Policy Procurement

Purchase and procurement are under the authority of the Executive Director ~~or designee~~. ~~Daily operations are delegated to the Finance Department and are conducted in strict adherence with applicable federal and state laws and regulations.~~ The process of selecting vendors, purchasing requirements and thresholds, and managing contracts and agreements, shall follow the guidelines in the Finance Guidelines Manual and ~~be~~ subject to ethical standards and embody the value of stewardship of the public’s investment.

Commented [MS2]: Incorporating the Finance Guidelines Manual and adding designee authority

Purchase and procurement activities shall be administered in a manner that provides maximum practicable open competition appropriate to the type of product or service to be ~~acquired, and~~ acquired and support the goals of cost efficiency and quality. Wherever required, the Library shall follow Washington State laws regarding procurements as applicable to the Library.

The Board of Trustees shall:

- Review and approve initial or non-recurring purchases of \$150,000 or more that are approved within a fiscal year budget;
- ~~Review and approve~~ initial or non-recurring purchases of \$50,000 or more that were unanticipated or not specifically contained within a fiscal year budget;

Board Policy



-
- Review and approve sole-sourced vendors with contracts or agreements valued at \$~~150,000~~ or more, or as other reasons so ~~require;~~required;
- Review and adjust these thresholds from time to time when Library budgets change by more than 10% over a 3-year duration or as other conditions so warrant; and
- Authorize the Library to establish and maintain ~~an Administrative Policy on Purchasing and Procurement, to be~~purchasing and procurement guidelines for staff to follow, -administered by the Finance Department.

Commented [MS3]: Added a measurable duration

Commented [MS4]: Removing reference to admin policies and incorporating our Manual

References

- ~~Board Policy on Fiscal Management~~
- ~~Board Surplus Policy~~

Board Policy

~~Adopted by the Pierce County Rural Library District Board of Trustees, September 8, 2021.~~

Public Works Procurement

When undertaking public works projects as defined in RCW 39.04.010, the ~~Pierce County~~ Library System will use a competitive process to solicit and evaluate proposals based on relevant factors established by the Library System, including, but not limited to, cost, but may use a bid process (lowest responsive, responsible bidder) if it is in the best interest of the Library System or when the cost is over \$150,000 for the public works project.

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the Library may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under State law.

In the alternative, the Library System may undertake public works projects using a limited public works process or a small works roster process, in each case, subject to the same procedures and cost limits as are established in RCW 39.04.155.

Board Policy



The Library System will comply with all applicable legal requirements regarding the payment of prevailing wages on its public works projects.

Commented [MS5]: This is the original policy just incorporated into the comprehensive. It is needed based on our memo dated back to Nov 30, 2015

Public Works Procurement Policy

Policy Statement

~~It is the policy of Pierce County Library System to use a competitive selection process of to select vendors to perform public works related projects.~~

Policy

~~When undertaking public works projects as defined in RCW 39.04.010, the Pierce County Library System will use a competitive process to solicit and evaluate proposals based on relevant factors established by the Library System, including, but not limited to, cost, but may use a bid process (lowest responsible bidder) if it is in the best interest of the Library System.~~

~~Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the District may also use alternative procurement methods for public works projects, such as use of design build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under State law.~~

~~In the alternative, the Library System may undertake public works projects using a limited public works process or a small works roster process, in each case, subject to the same procedures and cost limits as are established in RCW 39.04.155.~~

~~The Library System will comply with all applicable legal requirements regarding the payment of prevailing wages on its public works projects.~~

References

~~Board Policy 3.18~~

~~Adopted by the Board of Trustees of the Pierce County Library System, April 14, 2010.~~

~~Revised December 9, 2015.~~

Board Policy



~~Surplus Policy~~

~~Policy Statement~~

~~The Pierce County Library System ("Library") Board of Trustees authorizes the Library to to surplus equipment in a manner that upholds and provides responsible stewardship of publicly funded procurements.~~

~~Definitions~~

~~*Equipment:* broadly includes physical items that generally have useful lifespans of more than a year, including but not limited to, computers, printers, vehicles, books, furnishings, shelving. Equipment in this context excludes consumables or office supplies, such as pens, pencils, paper, staplers, etc.~~

~~Policy~~

~~Library staff will from time to time provide a list of Through the Asset review process, Library staff will identify equipment that is assessed as no longer needed and draft a memo for the -The Board of Trustees to will review and approve the surplus and disposition of these equipment.~~

~~Surplus activities are delegated to the-~~ The Finance Department is accountable for surplus tasks processes and which are administered through each department utilizing progressive -attempts to recover as much value out of the equipment being disposed disposed of, in the following priority order:

- ~~1.-~~ Competitive, open, and fair to the public at large, including but not limited to outsourced auctioneers or third-party sellers;
 - 1.
2. Alternative means that include sole-source sales which is awarding to a specific vendor due to compelling reasons, donations to recycle centers, or other means of recovery that may be available;
3. Land waste as last resort, if deemed that the item it of too little value, the above activities would be more costly or not feasible.

~~Other Considerations:~~

- ~~• From time to time, e~~ Certain situations may call for a different priority order due to turnaround time or cost-efficiency and may be approved by the Finance Department in these instances.
- An interlocal agreement may be used to extend the life of publicly funded equipment to other Washington State governmental entities, without regard for the surplus methods provided above.

Commented [MS6]: Added clarity for guidelines and roles.

Board Policy



- Appropriate disposition documentation shall be retained as to the means and methods of surplus for audit purposes.
- In no case shall library personnel, trustees, and ~~volunteers,~~volunteers acquire surplus equipment under any method except those available to a member of the public at large.

Board Policy

~~Adopted by the Pierce County Rural Library District Board of Trustees, September 8, 2021~~Definitions

~~*Goods and Services:* purchases and procurements that generally exclude ongoing personnel costs and materials provided to the public.~~

~~*Purchase:* the act of acquiring goods and services, generally through purchase orders, direct payments, contractual payments in part or whole, and purchase card payments.~~

~~*Procurement:* the method of acquiring goods and services, generally through a competitive selection process that can result in a form of agreement or contract.~~

~~*Sole Source:* the award to a specific vendor due to compelling reasons to forego normal procurement processes.~~

Commented [MS7]: Removed unnecessary definitions

References

~~Revised Code of Washington, sections 39.04.010 and 39.04.155.~~
Fiscal Management Board Policy
Revised Code of Washington, sections 39.04.010 and 39.04.155.

Fixed Assets

1.0 PURPOSE

~~The purpose of this policy is to establish criteria for the identification, depreciation, inventory, protection and disposition of fixed (capital) assets. A fixed asset includes land and land rights, buildings, furnishings, fixtures and furniture, equipment, machinery, vehicles and tools.~~

2.0 IDENTIFICATION

~~**2.1** Any item purchased by Pierce County Library System that has an actual cost of \$5,000 or more (including sales tax, accessories and shipping) and an estimated life of one (1) year or more shall be considered a fixed asset. Any item that is donated and has a current market value of \$5,000 or more shall be considered a fixed asset.~~

~~**2.2** The only exceptions will be assets acquired by grant funds from other governmental agencies. Assets purchased using grant funds will be identified based on the requirements of the grantor. The Finance Department is responsible for meeting all requirements of grantors and bond covenants in regard to the purchase, use and disposition of assets purchased with these funding sources.~~

3.0 DEPRECIATION

~~In accordance with the Budgetary, Accounting and Reporting System (BARS) for Library Districts, fixed assets are expensed during the year of acquisition. There is no capitalization of fixed assets, nor allocation of depreciation expense. Inventory, including collection materials, is expensed when purchased.~~

Board Policy



~~4.0 INVENTORY~~

~~An inventory of assets will be performed on a three (3) year revolving basis. All fixed assets will be tagged and an asset inventory will be maintained.~~

~~5.0 PROTECTION~~

~~Pierce County Library is responsible for the custody, insurance, maintenance and repair, and planning for assets. The department head for the department in which the fixed asset resides is responsible for the maintenance and security of the asset. The Information Technology Department is responsible for the protection of small and attractive assets such as computers, printers, laptops, etc. All department heads are responsible for the protection of small and attractive assets that reside in their department such as digital cameras, camcorders, cell phones, radios, etc.~~

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Board Policy



~~6.0 DISPOSITION~~

~~When it is determined that Pierce County Library no longer needs an asset or an asset has been stolen, it will declare those assets to be surplus. The Board of Trustees must approve an asset for disposition prior to the asset leaving the control of Pierce County Library. After Board approval, Pierce County Library may sell, donate or dispose of the asset. Prior to disposition, Pierce County Library must remove all tags and other identifying information.~~
~~Effective September 1, 2002.~~

~~Board Policy 3.12~~

~~Adopted by the Board of Trustees of the Pierce County Rural Library District, December 15, 1988. Revised March 20, 2002.~~

Commented [MS8]: Recommend to sunset and put into the Finance Guidelines Manual

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Board Policy



PROPOSED - CLEAN VERSION

Comprehensive Purchasing and Procurement Policy

Policy Statement

The Pierce County Library System (“Library”) Board of Trustees authorizes the Library to make purchases, procurements, and surplus equipment in a manner that ensures responsible stewardship of public funds. The Library is committed to utilizing a competitive selection process to select vendors for public works related projects, maintaining transparency, fairness, and fiscal responsibility in alignment with its strategic plan and mission.

General Procurement

Purchase and procurement are under the authority of the Executive Director or designee. The process of selecting vendors, purchasing requirements and thresholds, and managing contracts and agreements, shall follow the guidelines in the Finance Guidelines Manual and be subject to ethical standards and embody the value of stewardship of the public’s investment.

Purchase and procurement activities shall be administered in a manner that provides maximum practicable open competition appropriate to the type of product or service to be acquired and support the goals of cost efficiency and quality. Wherever required, the Library shall follow Washington State laws regarding procurements as applicable to the Library.

The Board of Trustees shall:

- Review and approve initial or non-recurring purchases of \$150,000 or more that are approved within a fiscal year budget;
- Review and approve initial or non-recurring purchases of \$50,000 or more that were unanticipated or not specifically contained within a fiscal year budget;
- Review and approve sole-sourced vendors with contracts or agreements valued at \$10,000 or more, or as other reasons so required;
- Review and adjust these thresholds from time to time when Library budgets change by more than 10% over a 3-year duration or as other conditions so warrant; and
- Authorize the Library to establish and maintain purchasing and procurement guidelines for staff to follow, administered by the Finance Department.

Board Policy



Public Works Procurement

When undertaking public works projects as defined in RCW 39.04.010, the Library will use a competitive process to solicit and evaluate proposals based on relevant factors established by the Library, including, but not limited to, cost, but may use a bid process (lowest responsive, responsible bidder) if it is in the best interest of the Library or when the cost is over \$150,000 for the public works project.

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, the Library may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under State law.

In the alternative, the Library may undertake public works projects using a limited public works process or a small works roster process, in each case, subject to the same procedures and cost limits as are established in RCW 39.04.155.

The Library will comply with all applicable legal requirements regarding the payment of prevailing wages on its public works projects.

Surplus

Library staff will identify equipment that is assessed as no longer needed and draft a memo for the Board of Trustees to review and approve the surplus and disposition of these equipment.

The Finance Department is accountable for surplus tasks which are administered through each department utilizing progressive attempts to recover as much value out of the equipment being disposed of, in the following priority order:

1. Competitive, open, and fair to the public at large, including but not limited to outsourced auctioneers or third-party sellers;
2. Alternative means that include sole-source sales which is awarding to a specific vendor due to compelling reasons, donations to recycle centers, or other means of recovery that may be available;
3. Land waste as last resort, if deemed that the item it of too little value, the above activities would be more costly or not feasible.

Other Considerations:

- Certain situations may call for a different priority order due to turnaround time or cost-efficiency and may be approved by the Finance Department in these instances.
- An interlocal agreement may be used to extend the life of publicly funded equipment to other Washington State governmental entities, without regard for the surplus methods provided above.

Board Policy



- Appropriate disposition documentation shall be retained as to the means and methods of surplus for audit purposes.
- In no case shall library personnel, trustees, and volunteers acquire surplus equipment under any method except those available to a member of the public at large.

References

Fiscal Management Board Policy

Revised Code of Washington, sections 39.04.010 and 39.04.155.

MEMO



Date: February 5, 2025

To: Chair Pam Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Subject: Bylaws of the Pierce County Library System Board of Trustees - Approve

Per legal counsel, these updates are compliant, consistent with best practices, and align with staff intentions outlined in prior policy revisions to incorporate policy elements into the Board Bylaws. No additional questions or suggestions have been received and as such, staff request the Board of Trustees consider adopting the revised Board Bylaws.

MOTION: To approve the Bylaws of the Pierce County Library System Board of Trustees as presented.

Board Policy



Bylaws of the Pierce County Library System Board of Trustees

ARTICLE I. Name

The name of the rural county library district duly established pursuant to chapter 27.12 RCW is the "Pierce County Rural Library District," but it shall do business as "Pierce County Library System" (the "Library"). The name of the governing body shall be the "Pierce County Library System Board of Trustees" (the "Board"). Individual members are referred to herein as "Trustees."

ARTICLE II. Object

The object of the Board shall be: to perform all functions and duties of the library board of trustees as authorized by chapter 27.12 RCW, as amended and all other laws as may be applicable, or may hereafter become law. The Board shall be responsible for the provision of public library services to the residents of unincorporated Pierce County, the residents of cities that are annexed, contracted, or served by reciprocal borrowing agreements with Pierce County Library System. The management and control of the Library is vested in the Board.

ARTICLE III. Membership

Section 1. Appointment: In accordance with RCW 27.12.190, a Board of five (5) trustees will be appointed by the Pierce County Council.

Section 2. Term: Terms are five (5) years. No one shall be appointed for more than two (2) consecutive full terms.

Section 3. Vacancies: The Board shall recommend candidates to fill vacancies for appointment by the Pierce County Council.

Section 4. Vacancies Due to Unexpired Terms: Vacancies shall be filled for unexpired terms as soon as possible in the manner in which Trustees are regularly chosen. A Trustee appointed to fill a vacancy shall serve the remainder of the term of the Trustee replaced. A Trustee who fills the unexpired term of another Trustee may serve an additional two full terms.

Section 5. No Compensation; Reimbursement: Trustees shall not receive a salary or other compensation as a trustee, but necessary expenses actually incurred shall be paid in accordance with Library policies from the Library funds.

Section 6. Removal: A Trustee may only be removed for just cause by the Pierce County Council. The Board may, by a majority vote of the Board, recommend to the Pierce County Council removal of a Trustee for violation of these Bylaws or any PCLS policy.

ARTICLE IV. Officers

Section 1. Election: The Board shall elect from its membership a Chair and Vice-Chair at the December meeting.

Section 2. Vacancies: Vacancies in either such office shall be filled by vote of the Board at the next regular meeting of the Board after the vacancy occurs.

Section 3. Term: Officers elected shall serve January through December of the following year or until their successors are elected if later; provided, that any officer may succeed themselves.

Section 4. Chair: The Chair of the Board shall preside at all meetings of the Board, appoint all Board committees or liaisons, act and perform all other duties necessary for the fulfillment of the objectives and decisions of the Board.

Section 5. Vice-Chair: The Vice Chair shall preside in the absence of the Chair and fulfill the duties of the Chair in the Chair's absence, inability to serve or removal from office.

Section 6. Secretary: The Library Director or their designate shall serve as Secretary of the Board. The Secretary shall ensure that a true and accurate record is maintained of all meetings of the Board.

ARTICLE V. Meetings

Section 1. Regular Meetings: Regular meetings shall be held monthly. The date, hour and location shall be set by the Board. A resolution scheduling recurring meetings for the year will be approved at the November meeting.

Section 2. Special Meetings, Emergency Meetings and Study Sessions: Special meetings, Emergency meetings, and Study Sessions may be scheduled and notice given according to the laws of the State of Washington.

Section 3. Open Public Meetings: Notwithstanding anything to the contrary herein, all meetings of the Board, and notices thereof, shall comply with the Open Public Meetings Act, chapter 42.30 RCW.

Section 4. Quorum: A majority of all members of the Board shall constitute a quorum. A quorum is required for the transaction of business or to take action on any item coming before the Board.

Section 5. Participation in Board Meetings; Absences: Trustees are expected to participate in all Board meetings unless excused. Advance notice to the Executive Director and Board Chair constitutes an excused absence. Trustees may participate by teleconference or videoconference in any meeting of the Board. Such participation shall be permitted for all purposes provided by law, including for the purpose of constituting a quorum and for the purpose of voting on any motion or resolution at said meeting.

If a Trustee has three (3) unexcused absences from Regular Board meetings in a consecutive twelve (12) month period, the Board, by majority vote, may request the County Council remove and replace that member by making a new appointment.

Section 6. Form of Action: The Board, by motion or resolution, determines all actions and decisions. Motions and seconds to motions shall be made orally and decided by simple majority. The Chair may move, second, or vote upon actions that are before the Board.

Section 7. Board Acting as a Body: The Board shall act as a body in making its decisions and announcing them. No Trustee shall speak or act for the Board without prior authorization of the Board, except as otherwise provided for in these Bylaws.

Section 8. Records of Board Meetings: The proceedings of Board meetings shall be recorded in minutes that are maintained in the Administrative Offices of the Library and posted on the Library's website. The minutes shall consist primarily of a record of the action taken, including members' votes. Minutes of each meeting shall be provided to all Trustees prior to the next regular meeting for their reference and correction. At the next regular meeting, the Board shall consider the minutes for approval or necessary corrections.

ARTICLE VI. The Executive Director

Section 1. Appointment: The Board shall select and employ a competent and qualified Executive Director who shall serve at the Board's pleasure.

Section 2. Responsibilities of the Executive Director: The Executive Director shall manage Library operations on behalf of the Board and under its review and direction. The Executive Director shall develop, implement and administer a comprehensive library program to meet the cultural, informational, educational and recreational needs of the community. The Executive Director shall be responsible for the administration of and planning for the delivery of all library services. This shall include, but not be limited to, staff and organization structure, appropriate collections, operational systems, budget, facilities and equipment, and procedures to assure integrity and competence in public service, community relations, and optimum circulation of library materials within the budget appropriation. The Executive Director shall also represent the Library to the community.

Section 3. Performance Evaluation: The Board shall evaluate the Executive Director's job performance at a minimum of once a year.

Section 4. Acting Executive Director: During a short-term absence, the Executive Director may appoint a qualified staff member to carry out the duties of that position. During a period when the position is vacant or during a long-term absence, the Board shall appoint an Acting Executive Director.

ARTICLE VII. Committees

Section 1. Committees: Committees may be appointed by the Chair from time to time as deemed necessary should a need be identified.

ARTICLE VIII. Board Policies

Section 1. Definition: A policy is a carefully designed, broadly stated, written guideline for decision-making that is formally adopted by the Board. It is the governing principle upon which the Executive Director and staff develop specific procedures and regulations for the operation of the Library. Additional administrative guidelines, procedures, and rules will be established under the authority of the Executive Director or designee and shall be consistent with Board policies.

Section 2. Adoption or Amendment of Board Policies: Each Board policy shall be adopted or amended by the Board by a majority vote of the Trustees in office or by a unanimous vote of a quorum. All Board policies shall be posted on the Library's website.

ARTICLE IX. Indemnification

The Library will be responsible for all acts and omissions of the individual Trustees in the performance of their duties as such. In accordance with RCW 4.96.041, the Library's Board of Trustees may, at its discretion, provide for the defense of its trustees, employees, or volunteers in a civil or criminal action arising out of the acts, errors or omissions in the performance or good faith attempt to perform, the official duties of said trustee, employee or volunteer.

ARTICLE X. Amendments

Section 1. Process: The Board will periodically review these Bylaws.

Section 2. Review: These Bylaws may be revised or amended at any regular or special meeting of the Board, with the provision that the Trustees receive copies of the proposed changes at least one (1) week prior to the meeting.

Amendments to Bylaws Adopted by the Board of Trustees of the Pierce County Library System: January 13, 1947; March 13, 1967; June 8, 1977; July 23, 1980; June 17, 1981; September 19, 1984; November 9, 1984; July 17, 1985; October 9, 1986; May 19, 1993; March 9, 1995, May 10, 1997; October 15, 2014; September 13, 2023; February 12, 2025

By the enactment of this policy the Board of Trustees of Pierce County Library System is concurrently rescinding any prior policy or procedure within PCLS that is either in conflict with or expansive of the matters addressed in this policy.

MEMO



Date: February 5, 2025

To: Chair Pam Duncan, and Members of the Board of Trustees

From: Gretchen Caserotti, Executive Director

Clifford Jo, Business & Compliance Director

Subject: 2025 Disposition of Policies – Final Action

The Library is at the finish line for its first full round of policy reviews. Three policies are ready for Board action. These are either no longer needed or have been reformulated.

A final resolution has been prepared for the Board’s approval. Following are the policies presented for repeal and their reasoning:

Policy	Reasoning
Fixed Assets Inventory 3.12	Merged essential elements into Finance Guidelines Manual in February 2025
Partnerships 1.18	Replaced by Donations/Sponsorships
Electronic and Digital Signatures	Merged essential elements into Fiscal Management Policy in February 2025

ACTION: Move to approve Resolution 2025-02 as presented.

RESOLUTION NO. 2025-02

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT
TO RESCIND SEVERAL BOARD POLICIES NO LONGER NEEDED**

WHEREAS, the Pierce County Rural Library District (the “Library”) set a goal in fiscal year 2023 to perform a comprehensive review of the entire portfolio of Board-level policies to (1) ensure it is up-to-date, (2) meets the level of compliance and oversight required, and (3) has no more policies than are needed for proper governance; and,

WHEREAS, the Board has reviewed the policies listed herein and has determined they are no longer needed, having been merged into other policies or made into a form such as an administrative guideline or procedure; and,

WHEREAS, formal action must be taken on the policies listed herein so as to declare that they and their previous versions are entirely repealed; and

WHEREAS, the following policies are included in the context of this Resolution:

- Fixed Assets Inventory 3.12
- Partnerships 1.18
- Electronic and Digital Signatures

Now, therefore,

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE PIERCE COUNTY RURAL LIBRARY DISTRICT THAT:

The board policies listed herein be repealed in their entirety, to include all prior versions approved by the board and their resolutions, if any, that brought them here forth:

BOARD OF TRUSTEES, PIERCE COUNTY RURAL LIBRARY DISTRICT	
Pamela Duncan, Chair	_____
Neesha Patel, Vice-Chair	_____
Pat Jenkins, Member	_____
Abby Sloan, Member	_____
Ryan Wheaton, Member	_____

Officers Reports

MEMO



Date: February 3, 2025

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Connie Behe, Deputy Director

Subject: 2024 Work Plan Final Report

We presented quarterly work plan progress reports to the Board throughout 2024. This memo serves as the 2024 Work Plan Final Report. It is important to note that this report is not an exhaustive list of major projects. Instead, it highlights areas of interest to the Board.

At the October 2024 Board meeting we shared a summary of the 2025 Work Plan on p. 110 of the board packet. We will continue to report on the projects identified as part of this the 2025 work plan as we develop a new process that incorporates reporting the progress of the implementation plan for the strategic plan.

We are working toward presenting one work plan/implementation plan report to the Board quarterly in 2026.

Summary

Project Title	Status at end of 2024
Community Data for Decision-Making	Sunset
Comprehensive Capital Plan (Formerly Facilities Master Plan)	In-progress
Employee Resource Groups (ERGs)	In-progress
Equity, Diversity, and Inclusion (EDI) Training	In-progress
Incident Reports and Public Space Management	In-progress
Facilities Condition Assessments Including ADA Evaluation	Completed
Intellectual Freedom Training and Discussion Spaces	Completed
Interim Lakewood Building	Completed
Leadership Development	Completed
Long-Term Lakewood Library Planning	In-progress
Organizational Resilience (Business Continuity/Disaster Recovery)	In-progress
Policy Review with EDI Lens	Completed
Public Services 3-Year Development Plan	Completed
Strategic Plan	Completed
	Completed LCFA.
	In-progress
Sumner Library Capital Facilities Area and Building Design	Building Design

Sumner Facility Capital Campaign	In-progress
System-Wide Orientation and Onboarding Review	In-progress
Updating Recruitment Process and Job Descriptions	In-progress

Details

1. Community Data for Decision-Making

- Develop a process for gathering and using regularly updated data on demographic and service delivery measurements, both at the branch and system-wide levels. Data will inform decision-making processes, maximize the impact of programming, and ensure specific needs of the communities we serve are met.
 - FINAL: Sunset
 - This project was sunset because it no longer met the original objective after we learned new information about how to collect, store, use and track PCLS data and the ready access of community data tools. While the original project is not moving forward, we are using community data for decision-making consistently in several departments. For example, Programs and Services uses the Pierce County Equity Index to analyze community needs and plan how to work with schools. As we accomplish our goals for updating the methodology for PCLS data management, we will reassess the need for a project focused on how to collect and use community data.

2. Comprehensive Capital Plan (Formerly Facilities Master Plan)

- Develop a comprehensive strategy for library capital assets.
 - Gensler, the capital plan consultant for PCLS, presented an overview of the project to the Board on 10/9/24. They are now working through staff and community engagement.
 - FINAL: In-progress

3. Equity, Diversity, and Inclusion (EDI) Training

- Build a safe and equitable work environment for all staff by creating a shared vocabulary around EDI concepts; promoting safety and belonging for marginalized staff and community members; reducing turnover; improving communications and trust; and creating a stronger, more efficient workforce.
 - FINAL: In-progress
 - The team wrapped up their SOAR analysis and drafted a proposal in December, anticipated to be reviewed by the sponsor by February. The team is currently focused on the review of the library's new Training & Development processes to prepare recommendations and integrate them into the proposal.

4. Employee Resource Groups (ERGs)

- Create employee groups where employees come together voluntarily based on a common interest to attract, recruit, and retain diverse staff; promote diversity, increase belonging, cultural awareness, and an inclusive work environment; and increase employee job satisfaction, morale, and productivity.

-
- FINAL: In-progress
 - The three pilot ERG teams are formed, meeting regularly and planning to pause and check/adjust with formal feedback experience surveys by March. The ERG implementation team kicked off their Phase 2 work in January to discuss the mentorship component build out in preparation for receipt and integration of the feedback and check/adjust processes.

5. Incident Reports and Public Space Management

- Identify and clarify all governance, policies, and processes pertaining to managing public spaces and customer incident response. ServiceNow was identified as the software for the Incident Report form. CE Coordinator – Operation is currently working closely with the vendor to build it to our specifications.
 - FINAL: In-progress
 - Project rolled over to 2025. Guidelines and training will roll out when the new software is finalized and ready to go, planned for the end of Q2.

6. Facilities Condition Assessments Including ADA Evaluation

- Conduct a thorough review of existing facilities, including building systems, infrastructure, renovations and additions, ADA accessibility, and maintenance history to identify deficiencies, required repairs, areas of improvement, and optimization. We are using this information for the Comprehensive Capital Plan and the Facilities 5-year work plan.
 - FINAL: Completed

7. Intellectual Freedom Training and Discussion Spaces

- Provide comprehensive training to all PCLS staff regarding Intellectual Freedom principles to enable staff members to navigate and address issues around the Freedom to Read, First Amendment in public libraries, and creating inclusive spaces. Project to include discussion spaces for open dialogue and understanding surrounding these complex issues.
 - FINAL: Completed
 - The pilot for this training has been completed and assessments collected from the pilot session participants. On January 28, 2025, the project managers for this work met with a Training & Development representative from Staff Experience to plan implementation. The first session is tentatively scheduled for the end of Q1 2025.

8. Interim Lakewood Building

- FINAL: Completed.
- The new Lakewood Library facility opened September 12, 2024.

9. Leadership Development

- Provide a focused and intentional approach to developing leadership competencies in the supervisory group and emerging leaders. Build and strengthen the leadership pipeline, capacity, and leadership competencies.
 - FINAL: Completed

-
- Nash Leadership development is now operationalized and offered on an ongoing basis. Staff Experience is creating a plan to sustain and integrate learning into operations for the cohorts that completed training in 2025.

10. Long-Term Lakewood Library Planning

- Establish a direction to pursue for a permanent downtown Lakewood Library.
 - FINAL: In-progress
 - Two Board study sessions to deliberate direction and plans for the long-term Lakewood and Tillicum locations were conducted in Q2.
 - The Board directed staff to explore rebuilding on the downtown site based on the committee recommendations. Staff have provided information to comprehensive capital planning (CCP) consultants. CCP project is underway. Staff are gathering information about Tillicum Community Center plans for addressing facility needs, gathering information about the property purchased by the City of Lakewood and providing materials to CCP consultants to factor into long-range planning.
 - All information and Board direction regarding long-term Lakewood and Tillicum facilities has been shared with the consultants responsible for creating the library's Comprehensive Capital Plan.

11. Organizational Resilience (Business Continuity/Disaster Recovery)

- Research, develop, and implement process and guidelines that proactively address events and situations that present a significant disruption to operations.
 - FINAL: In-progress
 - Project rolled to 2025, with major aspects being addressed in one of the Strategic Plan's strategies on sustainability (Build Resilience Through Emergency Preparedness).

12. Policy Review with EDI Lens

- Continue to develop and implement a framework for evaluating all library policies that incorporates an EDI lens; Library administrators performed an inventory of all existing library policies and conducted a comprehensive review/revision process applying that new tool.
 - FINAL: Completed
 - Policies reduced from 69 to 24 and the process for a sustainable review schedule has been operationalized.

13. Public Services 3-Year Development Plan

- Continue to implement a 3-year plan to develop the Public Services Division's governance, roles and responsibilities, financial stewardship, resource management, processes, and culture. By implementing this plan, Public Services Division members should have internal support, clarity and support needed to provide excellent public service.
 - FINAL: Completed

14. Strategic Plan

- Undertake a strategic planning project engaging the community, Library Board, and all staff.

-
- FINAL: Completed
 - Implementation planning is underway.

15/16. Sumner Library Capital Facilities Area and Building Design

- Begin the process to build a new Sumner Library by setting up the Library Capital Facilities Area (LCFA) as a taxing entity and hiring an architect to initiate the building design process including community input on desired features.
 - FINAL: Completed - LCFA. In progress – Building Design
 - The Sumner LCFA was created. Financial documents are being prepared for the bond sale. Coordination is ongoing with Pierce County and City of Sumner.
 - Preliminary building designs are complete and public engagement activities have completed. Construction is anticipated to begin in 2025.

17. Sumner Facility Capital Campaign

- Successfully conduct a capital campaign for a new Sumner Library which will achieve a financial goal of raising \$3,000,000 from private philanthropy, and will achieve the following non-financial goals:
 - Firmly establish Pierce County Library System & Foundation on the philanthropic map.
 - Pierce County Library Foundation becomes a premier board in Pierce County on which to serve.
 - Pierce County Library Foundation Board and Staff are transformed for long-term organizational maturity, sustainability, and success.
 - FINAL: In-progress
 - The Foundation has secured \$2,164,243 in commitments as it begins Q1 2025, which is 72% of goal; a recent gift agreement was secured for \$500,000, as well as a private family foundation commitment for \$300,000; the Campaign Steering Committee continues monthly meetings.

18. System-Wide Orientation and Onboarding Review

- Develop a plan to review and redesign system-wide orientation and onboarding to attract and retain diverse talent. Complete a comprehensive study of our organization-wide onboarding and orientation current practices, needs, and gaps to inform a future proposal of more effective, inclusive orientation and on-boarding process for all roles throughout the system.
 - FINAL: In-progress
 - The proposal, with recommendations, was presented for review in December to the sponsor for phased milestones in implementing new structures/processes in 2025. This includes integration of all department feedback for a new tool set to deploy by February for onboarding and orientation tasks, roles, tracking and communication as a pilot.

19. Updating Recruitment Process and Job Descriptions

-
- Provide a consistent, fair, and equitable hiring and recruitment process that speaks to and draws in a wider range of diversity, especially people within marginalized communities.
 - FINAL: In-progress
 - The team met to discuss their Strengths, Opportunities, Aspirations, Results (SOAR) analysis to wrap up final job description components based on new strategic plan information as preparation for a proposal by March/April. This team is reviewing updated recruiting materials deployed by SE in December to incorporate any other new additional components.

MEMO



Date: January 23, 2025

To: Chair Pamela Duncan and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: 2024 Pierce County Library System Marketing and Communications Fourth Quarter Results

The Pierce County Library System’s fourth quarter of 2024 marketing and communications activities excelled with outstanding results to position the Library System to spark success, by exceeding all key evaluation measures to meet the Library’s goals for marketing and communications:

1. Enhance brand awareness and preference for the Pierce County Library.
2. Position the Pierce County Library as the spark for success for residents.
3. Bolster the Library’s visibility in Pierce County communities.
4. Inspire excitement and build support for and use of the Library’s services.

News media sources ran 37 stories and 51 media mentions/calendar placements, exceeding news coverage for the same period in 2023. Coverage of the recognition and celebration of Native American Heritage Month, with events featuring stories of Native Americans and Alaska Natives, interim Lakewood Pierce County Library, and the Library’s voter points of assistance garnered the most attention.

The Library System’s fourth quarter marketing and communications focus featured Your Library—the Heart of Your Community. We used a variety of tactics to enhance brand awareness and preference, including flyers—translated into Spanish and Korean; posters; digital screens; yard banners; website; advertising—social platforms, print, digital, radio—English and Spanish, buses, bus shelters in partnership with Pierce Transit; and social media marketing. Exceeded industry standards with paid advertising. Through an email marketing campaign with The News Tribune, we yielded among the highest ever for open rates and click throughs compared with other email marketing messages the newspaper advertiser manages.

During the fourth quarter, the Library System issued three e-newsletters and two email blasts to its main distribution list with an average of 67,000 active subscribers. The Library’s open rate continues to garner impressive results, exceeding industry standards by more than two times. Overall, the open rate averaged 62%, substantially exceeding the industry standard of 25.17%.

For social media marketing on Facebook, we exceeded industry standards for reach (number of followers/people who viewed a message). In the fourth quarter, followers responded well to humor as well as seeing how much money their library card saves them with people proudly sharing their checkout receipts. A post showing people how they can scan a book’s ISBN code and save money by checking out the book from their Pierce County Library showed the highest reach with 26,647 people seeing the message.

In the fourth quarter, the Communications Department received a near perfect score for internal customer service, with 98% of staff saying they were “very satisfied” with the department’s service.

PIERCE COUNTY LIBRARY SYSTEM

2024 Marketing and Communications Plan

FOURTH QUARTER RESULTS, October-December 2024

Overall Evaluation Measures

- Enhance brand awareness and preference for the Pierce County Library System.
- Position the Pierce County Library as the spark for success for residents.
- Bolster the Library’s visibility in Pierce County communities.
- Inspire excitement and build support for and use of the Library’s services.

News Media Stories

- Goal: Maintain or exceed 2023 news coverage.
- Quarter Four 2023: 31 news articles and 51 media mentions/calendar placements.
- Quarter Four 2024: 37 news articles and 33 media mentions/calendar placements.



Paid Advertising

Heart of the Community marketing and communications focus (October-December 2024):

The News Tribune print and digital ads

Homepage website takeover:

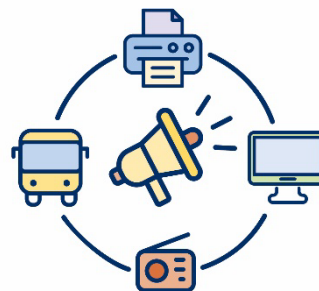
- Impressions: 71,517
- Clicks on ads: 44
- **Click Through Rate (CTR): 0.06% (exceeded industry standard of .04%)**

Digital ads:

- Impressions: 667,511
- Clicks on ads: 417
- **CTR: 0.06% (exceeded industry standard of .04%)**

Targeted website digital advertising:

- Impressions: 728,903
- Clicks on ads: 502
- **CTR: 0.07%, exceeded industry standard**



E-newsletter/E-mail blast

- Goal: Meet or exceed industry standards:
 - 3 e-newsletters and 2 email blasts to an average of 67,462 active subscribers.
- Average number of e-newsletters opened with each campaign: 41,849; 62.3% open rate.
- **Open rate more than two times higher than the industry standard of 25.17%.**



Social Media Marketing

- Goal: Maintain or exceed 2023 reach rate (number of followers who viewed a message) and government industry standard.

Facebook

- Reach: 14.6%, was more than twice as high as Q4 2023 (7.1%), **exceeded industry standard, 2.19%.**
- 69 posts reached nearly 287,000 people (4,171 average reach/post) with 39,500 engagements, with an average of 572 clicks per post.

Work Order Satisfaction

- Goal: 90% of internal staff customers Very Satisfied with Marketing and Communications Department-produced product/service.
- **Q3 Exceeded goal with 98% Very Satisfied.**



Sampling of News Articles

How Pierce County Library System is Celebrating Native American Heritage Month

Antoinette Alexander Oct 29, 2024



The Parkland/Spanaway Pierce County Library location.
Courtesy of Pierce County

The Pierce County Library System is inviting the community to celebrate Native American Heritage Month in November with classes and events, specially curated booklists, and displays.

In honor of the national celebration, the Pierce County Library System will be hosting such events as a presentation by artist John Halliday and Main Street Reads.

'What is a Chief? How Native Values Can Teach Resilience'

During this event, Halliday will share his personal story and present Washington history from a Native American perspective. He is an artist of Muckleshoot, Duwamish, Yakama, and Warm Springs Indian descent. This presentation is for those ages 13 and older. It will be held from 2-3 p.m. on Nov. 10 at the Parkland/Spanaway Pierce County Library.

Main Street Reads

Attendees can read and discuss materials focused on Native American Heritage. This event is for those ages 18 and older and will be held from 1-2 p.m. on Nov. 16 at the Valley Social Wine Club.

It will be held again at the Anchor House Coffee Roasters from 2:30-3:30 p.m. on Nov. 21.

Rotary Finalizes Gift to Pierce County Library System



Tuesday, December 10, 2024

The Rotary Club of Sumner picked a new long-range project back in 2016.

It was to help with a potential new library in town, especially for a multi-service center to help local non-profits meet with residents.

The bond passed last year. The new building will be double the size of the current library.

On Tuesday, Rotary gave the remainder of the \$300,000 they pledged to Executive Director Gretchen Caserotti and other members of the Pierce County Library System.

Long-term Rotary projects in the past were the Bill Heath Sports Complex, paying off the mortgage at the Sumner Food Bank and helping fund a meeting room at the YMCA. The next project will be helping finance a new stage on a city project at Heritage Park.

Caserotti said the new library project, located on Main St. across from Fred Meyer, is moving along nicely. Plans are to break ground at the end of 2025.

Pierce County libraries misclassified nearly \$16M in 2022 and 2023, state audit finds

By Becca Most

Updated December 22, 2024 10:26 PM



The Pierce County Library System misclassified nearly \$16 million for financial records in 2022 and 2023, according to a state audit published Dec. 18, 2024. Brian Hayes bhayes@thenewstribune.com

A state audit report published on Dec. 18 found that the Pierce County Library System didn't have adequate controls to ensure it reported its financial statements accurately, resulting in the misclassification of nearly \$16 million in 2022 and 2023.

In 2023 the Pierce County Rural Library District misclassified fund transfers in financial statements by nearly \$4.4 million and understated pension liability assets by \$5.7 million in 2022 and \$5.9 million in 2023, [the Washington State Auditor's report](#) said.

The library system also submitted incomplete financial statements that required specific information by the Governmental Accounting Standards Board in 2022 and 2023 which “also resulted in errors in the applicable notes to the financial statements,” according to the report.

In summary, the state’s audit found deficiencies in internal controls over accounting and financial reporting that affected the Pierce County Library System’s ability to produce accurate financial statements. The state Auditor’s Office determined that was a result of inadequate staff training and an ineffective review process for ensuring fund transfers were correctly recorded.

Kathleen Cooper, director of communications for the Washington State Auditor’s Office, clarified Friday that the audit showed no money missing in the library system, rather it was categorized incorrectly.

Cooper said audits are important to ensure government expenditures and revenues are accounted for and accurately represent a government’s financial position. Annual audits are important to provide independent checks on government agencies and ultimately give residents faith and confidence in the way their local governments are operating, Cooper said.

“That is why we do these audits, because when there are mistakes in those financial statements, it raises a question about whether or not those statements are reliable for anybody looking at them,” she said. “When governments need to borrow money, or when they need to do other things on the public’s behalf, their entities, ratings, agencies, banks, other things like that, they look at financial statements and audits to determine credit worthiness and things like that. So it’s really a good foundational principle of good governance that the financial statement audits are accurate.”

Pierce County Library System acknowledged and agreed with the audit report and said the library’s finance department was understaffed in 2021 through 2023.

“As noted in the auditor’s report, all of the errors have been corrected,” the library system said in the report. “Regardless, the Library takes seriously the recommendations the auditor has offered, and will address them by strengthening training, reviews and verification processes. We appreciate the work of the State Auditors and we look forward to your visit for audits in future years.”

Cooper said the library system district took steps to fix the problems identified, which is “the best outcome you could hope for.”

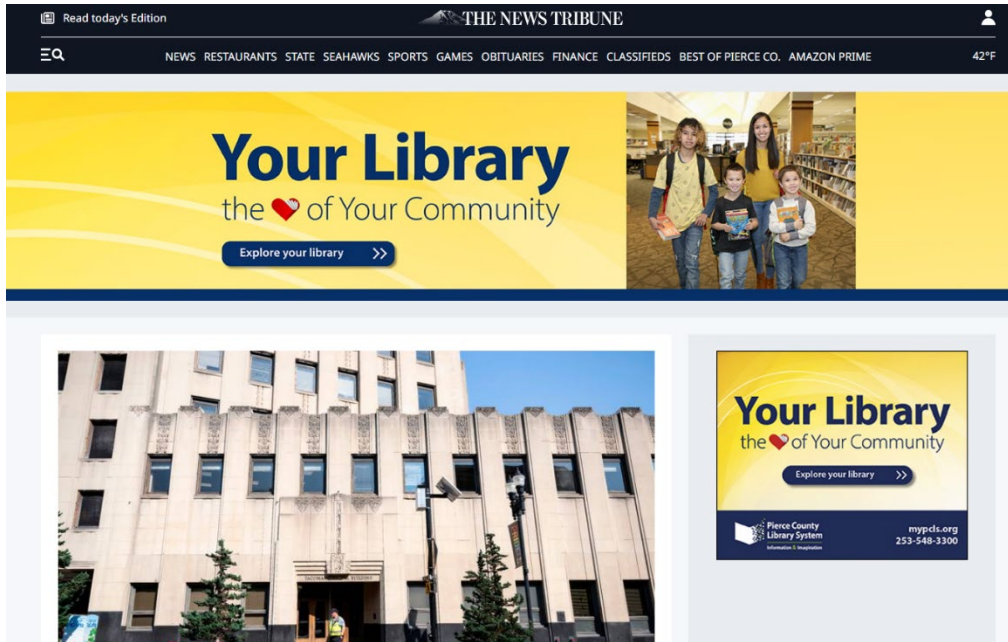
“When governments do make mistakes and they receive a finding like the one that the district did here, it’s often related to just lack of experience on the part of the people preparing it,” she said. “These are complicated things, it can be tricky, and there’s a lot of requirements that governments must follow ... with the accounting standards and things

like that.”

The state auditor will review the condition of the violations in its next audit.

Example of Paid Advertising

The News Tribune, homepage website takeover ad



Pierce Transit bus ad



Top Social Media-Facebook-Posts

October

Overview

Reach	Impressions	Interactions	Link clicks
8,662	12,069	1,016	1

Reach

8,662

From ads	5,770
From organic	3,150
From followers	1,273
From non-followers	1,857

Impressions

12,069

From original post	1,616
From shares	1,708

Interactions

1,016

971 from ads

Reactions	Comments	Shares	Saves
924	26	64	2
900 from ads	13 from ads	57 from ads	1 from ads

Feed preview

Pierce County Library
Published by Hootsuite
October 31, 2024

Not a bad idea... Get started reading all the things with a visit to your Pierce County Library! mypcls.org

Icona
@iconawrites

ovel about a woman who tries to become a
pire for the sole reason of having more tim
earth to read all the books she has bought.

[Boost](#)

924 26 64

Like Comment Share

Most relevant

Comment as Pierce Cou...

Elisabeth Rivas
Malinda Bernard

9w Like Reply Hide

Jane Munro-Wilson
Alina Lloyd

9w Like Reply Hide

Christine Rankin
My husband says I'll have to live to be 100

[View post on Facebook](#)

November

Overview

Reach 26,647 **Impressions** 29,886 **Interactions** 491 **Link clicks** 86

Reach 26,647

From ads: 5,595 From organic: 22,228 From followers: 2,670 From non-followers: 19,259

Impressions 29,886

From original post: 14,845 From shares: 7,457

Interactions 491

279 from ads

Reactions 421 **Comments** 21 **Shares** 44 **Saves** 5

237 from ads 10 from ads 28 from ads 4 from ads

Feed preview

Pierce County Library
Published by Hootsuite
November 12, 2024

Thinking about buying that book? Scan the ISBN code on the back of the book with the Pierce County Library app and pick it up at your library instead!
<https://mypcls.org/mobile-app/>

Boost

Pierce County and 420 others 21 43

Like Comment Share

Most relevant

Comment as Pierce Cou... 🗨️ 📷 📺 📄

Amara Oden
This is a very cool feature. ...

8w Like Reply Hide

View post on Facebook

December

Overview

Reach 16,115 **Impressions** 16,829 **Interactions** 2,596 **Link clicks** 13

Reach 16,115

From ads: 11,440 From organic: 4,816 From followers: 1,150 From non-followers: 3,666

Impressions 16,829

From original post: 2,394 From shares: 2,464

Interactions 2,596

2,540 from ads

Reactions 2,445 **Comments** 40 **Shares** 108 **Saves** 3

2,406 from ads 30 from ads 101 from ads 3 from ads

Feed preview

Pierce County Library
Published by Hootsuite
December 30, 2024 at 4:40 PM

How much have you saved by using your Pierce County Library? Be sure to check your receipt next time you visit the library! mypcls.org

total items: 2

you saved \$34.48 by using your Pierce County Library System card! This brings the total value of your checkouts to \$5,966.02 this year.

Enjoy free online books, movies and more! Read, listen or watch today! downloads.pcls.us!

View post on Facebook

MEMO



Date: January 24, 2025

To: Chair Pamela Duncan, and Members of the Board of Trustees

From: Mary Getchell, Marketing and Communications Director

Subject: Marketing and Communications Quarter 4 2024 Focus: Heart of the Community

As part of the Pierce County Library System’s 2024 Marketing and Communications Plan, for the fourth quarter (October-December), the Library System built upon the successful 2023 Your Library—the Heart of Your Community marketing and communications focus. This branding initiative aimed to generate enthusiasm for the Library System while increasing awareness and preference for its valuable services.

The focused marketing effort inspired excitement for the Library System and enhanced its visibility as evidenced by an **18% increase in new cardholders** compared to October-December 2023, along with nearly 2,000 more library visitors. Of course, other activities by the Library System were underway at this time, which also contributed to these increases.

The Marketing and Communications Department collaborated with leaders from the Customer Experience Department to develop a variety of marketing and communications tactics to inform and engage audiences, including owned, earned, and paid channels:

- Posters, flyers, bookmarks
- Lawn banners
- Website
- Video
- E-newsletter articles
- Community marketing
- Bus shelter and bus ads
- Social media marketing and advertising
- Digital advertising
- KNKX advertising
- Spanish radio advertising
- Newspaper advertising
- And many other assets

This marketing and communications focus will repeat again in the second quarter of this year with refreshed creative design for print and digital collateral.

Impacts and results

- **Campaign goal to increase visits to libraries by 2%: 0.58% increase** in visits with 332,581 visits October-December 2024 compared to 330,669 visits October-December 2023.
- **Campaign goal to increase checkouts by 2%: 620,819 checkouts** October-December 2024 compared to 632,015 in October-December 2023.
- **New cardholders: 18% increase in new cardholders** with 10,745 new cardholders October-December 2024 compared to 9,075 October-December 2023.

- **Website visits:** 242,228 October-December 2024 compared to 247,439 visits October-December 2023.
- **The News Tribune Print and Digital advertisements:**
 - **Homepage takeover:**
 - Impressions: 71,517
 - Clicks on ads: 44
 - CTR: 0.06% (**exceeded industry standard of .04%**)
 - **Digital ads:**
 - Impressions: 667,511
 - Clicks on ads: 417
 - CTR: 0.06% (**exceeded industry standard of .04%**)
 - **Email marketing:**
 - Four email marketing messages sent with an average of 68,123 recipients
 - Average open rate: 17.1%
 - Average CTR: 2.1%
- **Digital advertising:**
 - Impressions: 728,903
 - Clicks on ads: 502
 - CTR: 0.07%
 - **CTR: .07%, exceeded industry standard of .04%.**
- **KNKX** ads, ran 52 spots and realized 366,000 impressions.
- **Spanish Radio** ads:
- Spanish Radio ads on KZTM-FM: ad spots/number of times ads ran: 87.
 - Spanish Radio digital ads (ads ran on La Radio De Seattle’s Facebook and Instagram pages):
 - Facebook ads: 4,247 impressions; 3,867 reach (number of people who saw the ad).
 - Instagram ads: 436 impressions; 358 reach.
- **KNWN** (KOMO 1000) Radio ads, ran 53 spots and 21 spots appeared as live sponsor ads as introductions into news/weather/sports by the broadcaster.
- **KPLZ** (Star 101.5) Radio ads ran 272 spots.
- 12 **bus ads**, yielding an estimated impressions: 6,216,882.
- 12 **bus shelter ads**, yielding: 546,000 impressions. All in-kind through partnership with Pierce Transit.
- **Email marketing engagement:** Three email marketing messages sent to an average of 68,327 recipients, with an average open rate of 65.5%, **two times higher than the industry standard** and an average click through rate of 1.5%, which was below the industry standard of 2.79%.
- **Facebook posts and ads:** Total reach: 18,277 (2,161 per post average); total engagement: 2,538 (362.6 per post); engagement rate: 13.9%, significantly exceeding industry standard of 2.19%; Sept. 30 ad total reach: 66,569, total engagement: 2,172, engagement rate: 3.2%.
- **Community Marketing:** Customer Experience staff shared information at 58 locations.



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PIERCE COUNTY LIBRARY SYSTEM

HIGH SCHOOL SPORTS

Franklin Pierce football undefeated, beating opponents with run-heavy Power T